



Fountain Creek Watershed Flood Control and Greenway District Administrative Assistant Position Announcement

Time Frame: May 1 – Dec 31, 2023 with potential for extension through 2024.

Salary Range: \$13,000-\$17,000, dependent on experience, plus mileage reimbursement.

Position Classification: Employee position, part time (20 hours/week), exempt.

Application Deadline: Rolling – open until filled.

Application Process: Submit a letter of interest and resume detailing qualifications for this position to Alli Schuch, Executive Director at fountainckdist@gmail.com.

About the Fountain Creek Watershed District

The Fountain Creek Watershed Flood Control and Greenway District (the District) was established as a Special District, a subdivision of the State Government, in 2009 to protect and enhance the health of the Fountain Creek Watershed, from Palmer Lake to Pueblo, Colorado. To date, the District has completed over \$33 million dollars in creek restoration work, has established Colorado's largest watershed-wide cleanup program, Colorado's only Brewshed Alliance, and serves as a collaborative partner across multiple jurisdictions with nonprofits, businesses, and other organizations working toward a healthy watershed. We get to serve our communities and work to protect water – our most important and threatened natural resource - for our region, our downstream neighbors and for future generations.

Administrative Assistant Position Overview

The Watershed District Administrative Assistant reports directly to the Executive Director and provides administrative and organizational support to District Board, Staff, Committees, and other stakeholders.

The position may be mostly remote with some flexibility with work hours. The District has a shared office at the City of Colorado Springs "Sustainacenter." Candidate must provide their own reliable laptop, vehicle, and phone. Occasional weekend and evening work is expected.

The successful candidate should have excellent organizational, interpersonal, written, and verbal communication skills. We're looking for a self-motivated multitasker who can excel in a fast-paced, team-oriented environment. Watershed or natural resource management background helpful but not critical.

Administrative Assistant Responsibilities

- **Office support**
 - Assist with supporting, scheduling and coordination of meetings
 - District file management
 - Strategic planning support

- **Budget support**
 - Coordinate District bookkeeping
 - Support District audit process

- **Communications support**
 - Website updates
 - Coordinate monthly e-newsletter
 - Phone, mail, email correspondence
 - Social Media coordination

- **Outreach Support**
 - Provide marketing, meeting, materials, reporting, and other support as needed or requested for District programming including but not limited to:
 - 10th Annual Creek Week Cleanup, Brewshed Alliance, Pollinator Party

- **Other duties as assigned**

Who We're Looking For

This is a fast-paced role with varied duties. If you can juggle multiple projects, enjoy working independently as well as on a hard-working team and can manage time effectively, this might be the job for you!

- Passionate, positive, energetic people-person
- Experience with Google tools, WordPress, social media, event planning and execution
- Previous experience in an administrative role is preferred
- A strong commitment to the District and its mission of protecting and enhancing watershed health
- Desire and ability to effectively communicate and cooperate with coworkers, volunteers, Board members and partners.

The Fountain Creek Watershed Flood Control and Greenway District is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply.