



Position Announcement

Position Title:	Administrative Specialist
Location:	Longmont, Colorado - Natural Resources Building, Boulder County Fairgrounds
Employment Status:	Part-time hourly, 16 hours per week, days and times flexible
Wages:	\$25-27 per hour; paid monthly
Benefits:	\$50/month mobile phone stipend
Closing Date:	Open until filled

Organization Overview: The Boulder Valley & Longmont Conservation Districts (BVLCD), special districts in the state of Colorado, provide natural resources technical assistance primarily in Boulder and Weld counties. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources. Both the Longmont and Boulder Valley Conservation Districts are governed by elected volunteer Boards of Supervisors.

Position Overview:

The administrative specialist reports to the District Manager and will be responsible for a broad range of administrative duties. The selected candidate will primarily work in the office with internal technical staff and externally with partner organizations.

Examples of Duties:

- **Finances:** Assist with the maintenance and organization of financial records, accounts receivable/payable transactions, audits, long-term and short-term budgeting. Maintain confidential information.
- **Grant Funding:** Complete grant reporting
- **Contracts:** Assist with the preparation and maintenance of contracts and agreements between BVLCD and landowners, contractors, grantors and other parties.
- **Board Activities:** Coordinate and attend monthly board meetings, prepare agendas, keep minutes, board records, prepare reports, and conduct board elections.
- **Human Resources:** Assist with record keeping, hiring and compliance.
- **Website/Social Media:** Update website monthly and maintain BVLCD presence in social media.
- **Event Planning:** Organize and prepare for meetings, events, workshops, field tours, and more.
- **Compliance:** Ensure compliance with state statutes and the policies of the Colorado State Conservation Board and Department of Local Affairs.
- **District Programs:** Assist with administration and record keeping of seedling sales and STAR Program
- **General:** Answer phones and emails, provide customer service, copy/print/scan documents, maintain office supplies, develop and maintain record keeping systems and support other employees as needed.

Position Requirements:

- Strong organizational skills; efficient time management skills; and ability to manage tasks, multifaceted projects, computer files, supplies, etc.
- Self-motivated, self-directed, innovative, and enthusiastic
- Flexibility to perform a variety of duties and deal with unforeseen events.
- Excellent communication skills, both verbal and written.
- Problem solving skills, interpersonal skills, and customer service skills.
- Maintain a positive attitude, enjoy working with people, and respect different viewpoints.
- Committed to safety, quality, and professionalism.
- Demonstrated success in working and communicating with others.
- General computing: proficient in Microsoft Office Suite, Quickbooks, and Google applications
- Discretion in maintaining confidentiality of cooperator business records

Minimum Qualifications:

- High school diploma or equivalent
- One year professional office experience
- Employee will be required to pass a federal background check
- Ability to attend/work monthly weekday and weekday evening board meetings

Preferred Qualifications:

- Experience with local government or non-profit administration
- Bookkeeping, payroll or accounting experience (with Quickbooks)
- Associate's Degree in business management or related field

Application Instructions:

Please combine, in order, all three application items listed below into a single attachment (PDF or Word document file); and email attachment to: vanessa.mccracken@bvlcd.com

Please use this naming convention for your attachment: "Application_Admin_2023_YourLastName"

Required application materials:

- 1) Cover letter
- 2) Resume
- 3) Contact information for three references