



Part-time Administrative Assistant Iowa County Conservation

Description: Provides business, office and clerical assistance, reception/visitor assistance, record keeping, staff assistance, web page editing and maintenance, processing of facility reservations, newsletter editor, work with volunteers, general office.

Qualifications: Applicants must have a high school diploma, an interest in Iowa's natural resources, a valid driver's license, pass a background check and possess good work habits. Also, applicants should be knowledgeable in Microsoft Office programs and comfortable with computer/office work.

Duties: Work with the public in answering questions and welcoming them to the park and nature center, answer telephones, conveys messages, and runs errands. Archive newspapers, newsletters, posters, and press releases. Write, type, or enter information into computer to prepare correspondence. Format and edit written material and pictures for newsletters; labeling, paperwork, and delivery to the post office. Assist with bills, statements, receipts, checks, or other documents, copying information from one record to another, sort and file records. Assist with special events, programs and marketing. Assist with volunteer programming and light cleaning as needed. Other duties may be assigned.

Compensation: This position will pay \$19 hourly with up to 29 hours per week. This position may require work on some nights and weekends. Schedule can be set upon hiring.

Application Procedure: Applicants should send a current resume, three references, a cover letter and filled out application by email to the address below. The application can be found at:

<http://www.co.iowa.ia.us/jobs.htm>

Deadline: Open until filled Send Application To:

Iowa CCB
c/o Chris Anderson
2550 G Ave
Ladora, IA 52251
canderson@co.iowa.ia.us

Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.