

STARK COUNTY SOIL & WATER CONSERVATION DISTRICT

7419B State Route 17, Toulon, IL 61483

(309)286-2261x3

starkcountyswcd@gmail.com

Job Announcement

ADMINISTRATIVE COORDINATOR

The Stark County Soil and Water Conservation District is seeking a part-time Administrative Coordinator (20 hours per week). Duties include; serving as receptionist, bookkeeping, data entry, bill paying, preparing reports & publications, ordering supplies, day-to-day activities, assisting with events, and providing general clerical assistance to staff members, a board of directors, other agencies and landowners.

Qualifications: bookkeeping skills, PC/Mars and Microsoft Office (Word, Excel, and Outlook) experience preferred, web design and social media proficient, trustworthy, self-motivated, organized, detail oriented, ability to multitask, work independently in a team, have excellent interpersonal oral and written communication skills.

Employment contingent upon receiving a satisfactory United States Department of Agriculture background investigation.

Salary range commensurate with education and/or work experience. Opportunity for flexible schedule, some remote work possible. The Stark County SWCD is an equal opportunity employer.

Mail cover letter and resume to:

Stark County SWCD
Attn: Hiring Committee
7419B State Route 17,
Toulon, IL 61483

Or email starkcountyswcd@gmail.com
Please submit by COB on March 14, 2025.