



CALIFORNIA RESOURCE CONSERVATION and DEVELOPMENT COUNCILS ASSOCIATION

VACANCY ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

*Great opportunity for someone wanting to help make a difference
in resource conservation and community sustainability*

Location: Flexible but headquarters in Yreka, Siskiyou County, CA

Status: approximately 14 hours/week @ \$27.50/hour

Seeking an enthusiastic and detail-oriented person to assist a program manager implementing an agricultural and forestry intern workforce development program funded by the Natural Resources Conservation Service (NRCS). A can-do attitude is sought for that individual who is welcoming to all people, and a good fit for our culture of respect. Enthusiasm for making a difference is essential.

You would work under the supervision and mentorship of our Board of Directors to support the program manager over one year in managing and tracking an intern workforce development program for deploying in year 2 and beyond at five Resource Conservation and Development Councils (RC&D Councils). You would track deadlines, help with emails and correspondence to project partners and agencies, help prepare invoices to the NRCS for disbursement of funds, and assist with general office duties (maintain files and records, answer telephone and route messages, track and maintain office supplies, etc.)



Duties and Responsibilities

Specific work includes but is not limited to:

- Set up and maintain project files
- Read grant agreement and extract milestones and deliverables for tracking
- Assist in reviewing incoming email and other written and verbal correspondence and route for response
- Organize and retain all receipts for purchases under the grant
- Coordinate with Ore-Cal RC&D Council on financial tracking needs
- Help draft agendas for monthly meetings
- Draft NRCS monthly invoices to the NRCS for disbursement of funds
- Assist with general office duties (maintain files and records, answer telephone and route messages, track and maintain office supplies, etc.)

More Information: <http://www.crcanddca.org>; **To Apply:** please email your background or informal resume with a brief statement of your interest in the position to: crcanddca@gmail.com

After screening your information, we will arrange an interview to chat with you and see if we have mutual regard for working together!