



*Helping the people of Marion County
conserve natural resources.*

Marion Soil and Water Conservation District (MSWCD) is seeking an experienced, part-to full-time Program Assistant to join our team in Stayton, OR.

Candidate Profile

The Program Assistant position performs a series of bookkeeping and administrative activities on behalf of the Marion Soil and Water Conservation District. The ideal candidate will have a background in administrative or financial practices, related to or within agricultural or related industries.

Position Overview

The Program Assistant position is a part- or full-time, at-will, non-exempt position that performs a variety of administrative office tasks. The position works closely with Fiscal Manager, provides programmatic support to the District technical specialists and on occasion directly to the District Manager to ensure efficiency of operations, effective delivery of grant-related programs and to provide high quality service to community partners, organizations, government agencies, board members and other key constituents.

Marion Soil and Water Conservation District is a non-profit, government agency operating as a special district of Oregon. The MSWCD is overseen by a locally-elected board of directors and receives funding through a permanent tax rate. Our staff provide soil and water technical assistance and education to property owners. MSWCD has no regulatory authority but provides advice and consultation to the public.

Minimum Qualifications

- Minimum of a high school degree with a minimum of 5 years of experience in an area related to office administrative support service; grants management experience a plus.
- An associate degree preferred.
- Experience in a computer accounting program is required, with preference to QuickBooks Pro.

- Knowledge and ability to use Microsoft Office 365, SharePoint, Microsoft Word, Excel and Outlook and other related computer programs, working with databases and Internet research.

Studies have shown that women and BIPOC (Black, Indigenous, and People of Color) are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Essential Job Functions

- Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services.
- Monitors a variety of activities on behalf of the District's employees for the purpose of achieving goals and meeting target dates.
- Assist financial operations. Including but not limited to:
 - o Disbursement of funds of the District to pay bills and encumbrances incurred (accounts payable) through the operation of the District in accordance with District Policy.
 - o Organizes and maintains vendor files; and associated quotes, bids, contract(s) and correspondence.
 - o Works with Fiscal Manager in preparing annual financial audit.
 - o Document transaction details including accounts payable and receivable, payroll, etc.
- Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Grant administration assistance:
 - o Maintains an efficient filing system for all the District's internal and external grant programs and technical information.
 - o Proofreads and edits various program related and/or grant documents as needed or required.
 - o Screening proposals for basic completeness and handles related follow-up, award notifications, grant agreements, maintaining schedule of grantee reporting deadlines, and ensuring grantee compliance for all the District's internal grant programs.
 - o Client and grant management platform programming, operation, maintenance, and client assistance.
- May coordinating and logistics for in-office meetings and any outside events for including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.

Required Skills

- Attention to detail, time management, ability to manage multiple tasks, define and set priorities, meet deadlines, and problem solve are required.
- Very strong ability to think ahead, take personal initiative, work both independently and as a team member, collaborate and coordinate with others.
- Experience in a computer accounting program is required, with preference to QuickBooks Pro.
- Knowledge of grant management software, processes, or accounts.
- Knowledge and ability to use Microsoft Office 365, SharePoint, Microsoft Word, Excel and Outlook and other related computer programs, working with databases and Internet research.
- Excellent communication skills both verbal and in writing, grammar and interpersonal skills.
- Ability to work independently and take a lead role when appropriate.
- Flexibility and adaptability in all activities and responsibilities.
- Ability to take direction and to support colleagues and district staff.

Compensation

Position pay range is \$22-\$27 per hour. Marion SWCD also offers a generous benefits package including health, dental, and life insurance plans, a flexible spending plan, paid sick, vacation, and holiday pay and retirement through a deferred compensation program. The position is not dependent on grant funding. District employees have been working remotely during the COVID-19 pandemic and this position is eligible for part-time remote work.

Application Process

Applicants for this position should include:

- A cover letter specifically addressing your interest in working for Marion SWCD. Include how you meet the minimum qualifications, specific examples illustrating your fit with the position requirements, and why you are the right person for this position.
- A resume.
- A completed job application form.

Email is the preferred method to receive your information. This position is open until filled.

Please submit application packets to:

Amy Boyd, District Manager
amy.boyd@marionswcd.net

EEO/ADA

Marion SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Marion SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication.