



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Office Assistant

Employer: Sonoma Resource Conservation District

Work Location: Work will initially be performed in the main office in Santa Rosa, Sonoma County, California with the possibility of becoming partially remote.

Status: Non-Exempt/ 0.60 FTE (24 hours/week)

Compensation: \$18.00/hour

Posting Date: November 10, 2020

Estimated Start Date: January 2020

Organizational Background

The Sonoma Resource Conservation District (RCD) is a non-regulatory, local government entity empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds.

The RCD has a budget of \$3.7MM and is almost exclusively grant and contract funded. The RCD is governed by a board of directors that are local landowners in the District. We offer a friendly and flexible work environment where our team of 14 dedicated professionals work together to benefit our community and its natural resources. Our mission is carried out through four programs: LandSmart[®] Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at www.sonomarcd.org

Position Summary

The Office Assistant position is a great entry-level opportunity for an enthusiastic and personable individual. Under supervision of the Director of Finance, the Office Assistant performs a variety of administrative tasks in an efficient and accurate manner. The individual should display a positive attitude, strong work ethic, dependability, and a desire to learn and grow.

Essential Functions

- General office administration, including but not limited to ordering supplies, processing incoming and outgoing mail, scheduling meetings, maintaining electronic and paper files, liaising with office vendors, and troubleshooting technological issues.
- Provides Board relations assistance to the Executive Director, including distribution of Board

- packets, recording and preparing meeting minutes, and tracking Board training requirements.
- Supports the contract administration and fiscal functions through database and spreadsheet maintenance, coordination of insurance requirements, compilation of billing documentation, and entry-level accounting activities.
- Other tasks and projects as assigned by the Director of Finance or the Executive Director.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Qualifications, Knowledge, and Abilities

- Proficiency in Microsoft Word and Excel.
- Ability to prioritize multiple tasks.
- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational and problem-solving skills.
- Highly motivated to take on new projects with the flexibility to work independently or as part of a team.
- Ability to communicate effectively in English sufficient to convey information and instructions to colleagues, Board members, and the public.
- Must be at least 18 years of age at the time of employment.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

Desired But Not Required Qualifications, Knowledge, and Abilities

- Previous experience working in a professional office setting.
- Familiarity with MS Outlook and Access.
- Experience using Quickbooks accounting software.
- Passionate about the conservation of natural resources.

Work Environment

Work in the main office is performed in a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.

Physical Requirements

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Some bending, lifting up to 30 lbs., and grasping.

Compensation/Benefits

The Office Assistant compensation is \$18.00/hour. As a part-time, regular employee, benefits for this position include prorated holiday and paid time off leave; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; and an employee assistance program.

How to Apply

Please submit a cover letter, resume, and three (3) references to apettit@sonomarc.d.org with “Office Assistant” in the subject line. Review of applications will begin on Monday, November 30, 2020, and continue until the position is filled. **No phone calls please.**

Sonoma Resource Conservation District is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.