

Ashland County Land & Water Conservation Department

Program Assistant

The Land and Water Conservation Department (LWCD) is looking for a Program Assistant to help manage the office and support a wide variety of programs and projects undertaken by the department. The employee will provide secretarial and accounting services, implement environmental education programs, and assist the Conservationist with grant applications, contracts, and reporting. The position also entails tasks related to updating the County Farmland Preservation and Comprehensive Plans including writing, editing, public presentations and desktop publishing.

Qualifications

- Degree in business administration, environmental education, natural resources, or related field. A combination of training and experience which provides the required knowledge and skills may be substituted for the educational requirements.
- Minimum 18 months experience performing related duties.
- Ability to learn, understand, and assist implementation of natural resource programs administered by the Land & Water Conservation Department.
- Exceptional written and verbal communication skills.

The position is located at the LWCD office in Ashland, Wisconsin. This part-time position is funded through December 31, 2016. The employee will work 3 days per week with a 7.5 hour work day (22.5 hours/week). Starting wage for this position is \$16.00/hr.

Application Materials

Submit a cover letter, resume, and 3 references together with an Ashland County Application for Employment by the closing date. Applications and a full position description are available from the Land & Water Conservation Department office at 315 Sanborn Ave. Suite 100, Ashland, WI 54806, by email at tom.fratt@co.ashland.wi.us or downloaded from the department website: <http://www.ashlandcountylwcd.yolasite.com/>

Closing Date

Applicants wishing to be considered for the Program Assistant position must submit all application materials by 3:00 p.m. on Monday, April 18, 2016. Ashland County reserves the right to reject faxed or emailed applications. EOE.