

Position Announcement

Administrative Assistant

Part-time, Regular

Wage Range: \$20-\$22.50/hr

POSITION DESCRIPTION:

The Administrative Assistant works closely with the Executive Director (ED), Finance Administrator (FA), and Development Manager (DM) to manage the day-to-day operations of the Washtenaw County Conservation District (WCCD). The Administrative Assistant will primarily focus on managing accounts receivable, accounts payable, assisting with board meeting preparation and facilitation, and providing customer service.

RELATIONSHIPS:

Reports to:	Finance Administrator
Supervises:	N/A
Works with:	All staff

ESSENTIAL FUNCTIONS:

1. Financial & Accounting Support (30%)

- Manage the payment and receivables process.
- Manage the petty cash box and deposit cash and checks at the bank.
- Assist FA with management and preparations of budgets.
- Assist FA and ED with bi-annual audit and/or compilation.
- Act as a backup to FA to run payroll as needed/requested.
- Monthly account reconciliation.

2. Customer Service (20%)

- Monitor the main phone and voicemail, including updating the outgoing voicemail message as needed and connecting inquiries to the appropriate staff members.
- Update the hallway calendar monthly with events and Board Meetings.
- Monitor and update the "About Us" pages on the WCCD website:
 - i. Update the Staff and Board of Directors pages as changes occur and ensure all info is correct and up-to-date.
 - ii. Update Annual Meeting, Annual Report, and Transparency pages and/or coordinate with appropriate staff as needed.
 - iii. Update and remove job postings.

- iv. Assist with other pages as requested, such as updating contractors.
- Provide excellent customer service for walk-in and phone requests:
 - i. Work in office with ability to open at 8am and close at 4:30pm
 - ii. Become familiar with programs and services to answer basic questions and connect residents to appropriate staff members or other resources.
 - iii. Assist with equipment rentals and/or product purchases as needed.

3. Administrative Support (45%)

- Logistic prep, packet creation, and follow-up tasks for monthly board meetings:
 - i. Setup/maintain virtual link for public attendees
 - ii. Book conference room
 - iii. Coordinate packet assembly, including submission of staff reports, and update other documents as requested
 - iv. Compile and upload packet to the Google Drive for Board Directors
 - v. Remind partners of Board Meetings and send out agenda
 - vi. Prepare binders for Board Directors and ED
 - vii. Setup conference room and equipment
 - viii. Take meeting minutes live (or from recording when needed) and have FA and ED review draft
 - ix. Submit and/or post documentation as instructed
- Ensure grant and Conservation District Law compliance by posting necessary documentation to website and/or emailing the required partners.
- Assist program staff with data entry.
- Check District mailbox and assist staff with direct mailings.
- Manage paper filing and record keeping:
 - i. Keep orderly historical and current records in compliance with State Law and re-organize when needed.
 - ii. Print and organize all grant agreements and corresponding documents.
- Assist ED with electronic file structure and organization.
- Assist with preparation of quarterly meetings/retreats, including researching facilitators, booking travel, and ordering catering.
- Research resources and acquire quotes for services required by WCCD as requested (auditors, trainers, Zoom policy, outsources for materials, etc.)
- Update and create office SOPs, contact lists, and "cheat sheets" (e.g. how to transfer phone calls) to be kept readily available at desks.

- Monitor and maintain standard office supplies (e.g. pens, pencils, paper, ink, disinfectant wipes, etc.) and purchase additional items as requested.
- Monitor and maintain WCCD-owned vehicle, including collecting mileage sheets, receipts, and safety inspection checklists, scheduling the vehicle for necessary maintenance, and coordinating with staff to deliver/pick-up the vehicle from the auto shop.
- Track office equipment:
 - i. Maintain a database of equipment allocated to staff to ensure all equipment is returned in working order upon an employee's departure.
- Draft, proof-read, and edit documents for ED, FA, and DM.
- Arrange conference calls, schedule meetings/conference rooms/venues, make copies/scans, remove recycle and trash as needed, and provide general administrative support.

4. Professional Development (2%)

- Commit to ongoing professional development through the Employee Development Plan (EDP).
- Participate in WCCD quarterly staff meetings/trainings.

5. General WCCD (3%)

- Support the Annual Celebration and other WCCD meetings and events as requested.
- Assist with the Annual Report as requested.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. Experience with office maintenance and administration.
2. Educational background in environmental sciences, finance (such as knowledge of QuickBooks online software), business, or journalism preferred.

ABILITIES:

1. Strong social and interpersonal skills, including the ability to work independently and as part of a team, handle sensitive information with discretion, and build rapport with colleagues.
2. Very strong communication skills- both written and verbal.
3. Punctual and consistent attendance at the office.
4. Self-motivated and goal oriented.
5. Excellent time management, organizational skills, and attention to detail are crucial for managing schedules, coordinating events, and maintaining records.

6. Excellent computer skills are required. Computer workstation will be provided, including a standard PC, on a shared network with Windows-based software, including Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and Google Applications (Gmail, Google Drive, etc.).
7. Ability to learn and integrate use of new software quickly, including project and time management software (ASANA and Toggl).
8. Able to work cooperatively with district personnel and other agencies.
9. Must maintain a valid driver's license.
10. Must be able to pass a security background check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

1. While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk; use hands; reach with arms; lift and/or move items of light to heavy weights (up to 40 pounds), including group or solo event/presentation setup and clean-up. The employee is occasionally required to stoop, kneel, crouch, or crawl.
2. Occasional fieldwork may be required, with potential exposure to heat, cold, inclement weather, stinging and biting insects, rash inducing plants, uneven terrain, moving mechanical parts and/or machinery, and loud noises.
3. Ability to work in-person at the office to assist with answering calls and walk-ins from the public as well as capacity to work remotely (strong internet connection, quiet workspace, self-discipline, etc.).

SALARY, BENEFITS, WORK HOURS, LOCATION

Anticipated start date is June 30th, 2025. This position requires that work will primarily be performed in the WCCD office located at the Washtenaw County Service Building at 705 N. Zeeb Rd, #201, Ann Arbor, 48103. Typical work hours are Monday - Friday, 8:00am - 4:30pm. Some evening and weekend work will be required to accommodate events and meetings.

This is a part time (20 hr/week), FLSA overtime non-exempt, millage funded position with a starting hourly rate between \$20-\$22.50, commensurate with qualifications and experience. As a part-time employee, the Administrative Assistant will be entitled to 11 paid federal/state holidays pro-rated based on hours worked and will earn vacation and sick leave at a rate of .05 hours per hour worked as well as other benefits described in the Employee Handbook.



The WCCD is a local government agency and has played a significant role in assisting residents and landowners with access to trees, plants, and conservation tools in Washtenaw County since 1948. Our mission is to assist residents with the conservation, management, and wise use of natural resources in Washtenaw County. Since 1951 the WCCD has distributed over 7.1 million trees, shrubs, and native plants for various conservation purposes.

TO APPLY

Please submit a combined pdf of a cover letter, resume, and contact information for two professional references by email to info@washtenawcd.org by 8 a.m. on June 2nd, 2025. In the email subject line, please write "Application - Administrative Assistant". Contact the above email address with any questions related to the position. To obtain further information about the Washtenaw County Conservation District visit our website at www.washtenawcd.org.

The Washtenaw County Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit factor.

