



## Position Announcement

### Administrative Assistant

Part-time, Regular

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

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#### **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:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

##### **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.
- Assist FA with monthly account reconciliation.

##### **2. Customer Service (20%)**

- Monitor the main phone and voicemail, including updating the outgoing voicemail message as needed and connecting inquires 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 and tool rentals and/or product purchases.

### **3. Administrative Support (45%)**

- For monthly Board of Director meetings perform logistic prep, packet creation, and follow-up tasks.
  - 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 necessary) 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 by required deadlines.
- Assist program staff with data entry, including the hallway mailing lists.
- Check District mailbox and assist staff with direct mailings.
- Maintain and improve 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.
- With ED, maintain and improve 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, software costs/capability, 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.
  - i. Work with individual staff to record and update processes
- Monitor and maintain standard office supplies (e.g. pens, pencils, paper, printer 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%)**

- As appropriate, engage in needed training and 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.
- Other assignments as requested by ED, FA, or DM.

### **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 accurate 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 April 20<sup>th</sup>, 2026. This position is primarily at 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 regular, part-time employee, the Administrative Assistant will be



eligible for 13 prorated federal and state holidays, as well as prorated vacation and sick leave, in addition to other benefits outlined in the Employee Handbook.

### **ABOUT THE WCCD**

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**

By or before 8 a.m. on March 27<sup>th</sup>, 2026, please submit a combined pdf of a cover letter, resume, and contact information for two professional references by email to [communityengagement@washtenawcd.org](mailto:communityengagement@washtenawcd.org). In the email subject line, please write "Administrative Assistant Application". Contact the above email address with any questions related to the position. Please note, interviews will start on a rolling basis, so early application is encouraged. To obtain further information about the Washtenaw County Conservation District visit our website at [www.washtenawcd.org](http://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.*