



COLES COUNTY SOIL AND WATER CONSERVATION DISTRICT

6021 Development Drive, Suite 2 • Charleston, IL 61920 • Phone (217) 345-3901 Ext. 3

Job Posting - Administrative Coordinator

The Coles County Soil & Water Conservation District is seeking an Administrative Coordinator to create and implement effective workflows as a vital member of the SWCD team and in accordance with the goals set by the Coles County SWCD Board of Directors.

Pre-requisites:

- Candidates must be passionate about conservation in an agricultural environment
- Organized, self-motivated, innovative
- Willing to accept responsibility and work independently
- Possess excellent oral and written communication skills
- Proficient with basic office software
- Financial experience (Quickbooks) preferred
- Bachelor's degree preferred but not required

Job duties include, but are not limited to, coordinating activities among partners and committees, providing reliable management of the District's office operations, and providing outreach for youth and adults.

Administrative

- Complete financial and activity reports for multiple grants and agreements
- Prepare for monthly board meetings
- Develop, recommend, implement, and evaluate District policies and procedures

Operational

- Along with Resource Conservationist, be responsible for the management of day-to-day operations of the District
- Maintain NRCS partnership by providing administrative assistance for USDA Farm Bill programs
- Attend meetings, workshops, training courses, seminars that enhance District programs and AC's knowledge
- Serve as FOIA officer
- Coordinate district sales for habitat and conservation enhancement

Education & Outreach

- Develop, organize, and promote adult and youth educational events
- All staff are responsible for the public relations of the District through various media outlets, newsletters, correspondence, etc. to enhance public relations
- Maintain and enhance working relationships with partners in conservation and stakeholders
- Maintain and enhance the District web page and social media pages

This is a full-time position with benefits. The salary range is \$30,000-35,000 and is commensurate with education and experience. Employees are given a yearly contract with funding dependent upon government allocations and grants. A valid driver's license and proof of automobile insurance is required, as well as a Federal background check.

All interested candidates should submit a cover letter, resume and references via email to info@colescountyswcd.org or to Coles County SWCD, 6021 Development Drive, Suite 2, Charleston, IL 61920 by July 7, 2023. For questions, please contact Lauren Spaniol at lauren.spaniol@il.nacdnet.net or (217) 345-3901 ext. 3.