

**NOTICE OF EMPLOYMENT OPPORTUNITY
FOR DISTRICT COORDINATOR/EDUCATOR OF
GREENE COUNTY SOIL & WATER CONSERVATION DISTRICT**

The Greene County Soil & Water Conservation District, Bloomfield, Indiana, seeks to hire a full-time District Coordinator/Educator. Incumbent is responsible for providing clerical, administrative, and educational support to the Greene County Soil and Water Conservation District Supervisors in carrying out the District's program, in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32). This professional position requires experience in bookkeeping, administration, communications, and grant financial management. The incumbent may also be asked to provide some assistance for agricultural programs when assisting SWCD partner agencies or other conservation agencies. Regular work schedule is Monday through Friday, 8:30 AM - 4:30 PM, and is a 35-hour work week.

Minimum Qualifications:

- A college degree or equivalent experience in natural resource education, natural resources environmental science, or other agriculture/natural resource related field is preferred. Training or experience in soil, water resource, accounting and public relations preferred.
- Working knowledge of standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations, accurately record receipts and disbursements, balance fund accounts, and prepare various financial reports as required or assigned.
- Ability to type with speed and accuracy and properly operate a variety of standard office equipment and programs, including Microsoft Office, computer, printer, telephone, fax machine, copier, and calculator.
- Working knowledge of Standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence, media releases, grant applications and reports.
- Working knowledge of basic conservation practices, and functions and programs of the Soil and Water Conservation District and related agencies.
- Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Effective communicator while serving as receptionist and being available to answer the phone.

Applications:

Interested persons should contact Auditor Matt Baker for application and detailed job description and requirements at the Greene County Auditor's Office, 1 East Main Street, Courthouse, Bloomfield, IN 47424; (812) 384-2008; or via email matthew.baker@co.greene.in.us. Application and resume must be received by the Greene County Auditor no later than **4:00 p.m. on October 9, 2020**. Following the receipt and review of applications and resumes submitted, the Greene County Soil & Water Conservation District Office will schedule interviews with prospective candidates.

Salary

Position is an hourly position budgeted for 2020 at \$19.52 per hour. Salaries for 2021 have not been fixed, but anticipated hourly rate for 2021 is \$19.83 per hour.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.