



**POSITION ANNOUNCEMENT**  
**Administrative/Education & Outreach Assistant**  
East Otter Tail Soil and Water Conservation District (SWCD)

**Position Location:**

Perham & Wadena MN

**Application Deadline:**

May 21, 2021

4:00 p.m.

**Starting Wage:**

\$15.06 - 16.98/hr. DOQ

Plus benefits

**Request Application Forms**

801 Jenny Ave SW, Suite #2

Perham, MN 56573

(218) 346-9105

**Position Purpose:**

This Full-time position will assist with the administrative and education and outreach efforts of East Otter Tail and Wadena Soil and Water Conservation Districts (SWCD) as directed by the District Manager and the District Boards.

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**Required Education, Skills, Abilities and Experience:**

Applicants should have good verbal and written communication skills, have a basic understanding of accounting principles, be familiar with Microsoft office programs, have a base knowledge of website and social media accounts, and should be comfortable talking to customers and in front of groups.

**Duties and Responsibilities:**

- Provide support for the administration of the SWCDs including but not limited to:
  - Preparation of monthly board meeting packets and mailing/emailing them 10 days prior to board meetings.
  - Recording and preparing monthly board meeting minutes,
  - Post notices that are required by Open Meeting Laws
  - Assisting with financial tracking of SWCD funds
  - Filing of documents according to record retention policies
  - Answering phones

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An Equal Opportunity Employer



- Assist with monthly tracking of local, state, and federal projects and reporting of projects in eLINK or other reporting platforms.
- Assist with Education and Outreach efforts including maintenance of websites and social media accounts.
- Assist with the coordination, planning and implementation of the Districts educational programs including Conservation Days, Ag in the Classroom, Irrigation Workshops, producer meetings, tours, and other similar events.
- Assist with the Districts Conservation Tree Program, Custom Seeding and Seed Program, and Equipment Rental Program.
- Assist with the inventory and ordering of office and building supplies
- Type general correspondence and maintain efficient office filing system for records
- Assists with administering office/public communications for the District and NRCS
- Performs other duties and responsibilities as assigned

**Application Procedure:**

Applicants must submit a cover letter, resume and a completed East Otter Tail SWCD application for employment. The applications can be found at [www.eotswcd.org](http://www.eotswcd.org), they can be picked up at 801 Jenny Ave SW, Suite #2, Perham, MN 56573 or they may be mailed or e-mailed to applicant by calling (218) 346-9105 or sending an e-mail message to: [darren.newville@eot.mnswcd.org](mailto:darren.newville@eot.mnswcd.org). Individuals selected for interviews will be contacted by phone. **Application deadline is 4:00 pm, May 21st, 2021.**

**Condition of Announcement** – The East Otter Tail SWCD reserves the right to make changes to the content of this position without notification and may at any time withdraw the announcement.