

Rosebud Conservation District Administrative Assistant 25-40 hours/week

The Rosebud Conservation District located in Forsyth Montana is hiring for the position of Administrative Assistant to work in the RCD office located in the Forsyth USDA Building located at 270 Prospect Street. Starting at part time 25 plus hours with the ability to become full time.

Administrative Assistant Job Responsibilities:

- The Administrative Assistant will be supervised by the RCD Chairman, while the day-to-day supervision & job assignments will be directed by the District Administrator.
- Provides administrative support to the RCD Administrator.
- Answer phone calls, take messages & direct visitors through the USDA office.
- Carries out assistant duties such as filing, typing, copying, binding, scanning under the direction of the RCD Administrator.
- Assists the RCD Administrator with planning & executing events, programs, along with district sales & rentals of district equipment.
- Provide customer service in person & by answering & directing calls in the office.
- Perform field work, attend meetings & trainings related to Conservation District & the Administrative Assistant position.
- Report to work at the RCD Office located in the Forsyth USDA Office during regular scheduled work hours.
- Successfully complete training programs that will benefit the employee in the Administrative Assistant position.

Salary & Benefits start at \$15/hour including a monthly health stipend that based on employee full or part time status. The health stipend is taxed & included in employee payroll.

Administrative Assistant Skills & Qualifications:

- Must feel comfortable working with people in the office or in the field
- Must pass federal background check
- Must have valid driver's license
- Must be flexible with work schedule-some weekends & evenings required
- Must pass federal security trainings as assigned by the NRCS.
- Problem solving, self-driven & have ability to work independently & without supervision
- Communicate effectively, with confidence verbally & in writing.
- Ability to work with multiple cooperating state, federal, county & local government agencies.
- Knowledge of appropriate software including Microsoft Word, Excel, Publisher, Access and Outlook, Microsoft PowerPoint and Adobe Acrobat

***There is the possibility for growth with this position.**

Education & Experience Requirements:

- High school diploma or equivalent education required.
- 2 years of administrative assistant experience preferred.
- General conservation, agriculture & natural resource knowledge, experience preferred.

To apply for this position, provide a cover letter & resume to:

Rosebud Conservation District
Bobbi Vannattan, Administrator
PO Box 1200
Forsyth MT, 59327

Email: bobbi.vannattan@mt.usda.gov

Drop off at the Forsyth USDA Office in the RCD Office M-Th 8 am-5pm

Inquiries & more information may be made by email or phone call to Bobbi Vannattan at 406.351.8012 or work cell 406.351.2822

OPENS March 29, 2022 UNTIL FILLED. www.rosebudcd.com