

Administrative Support Specialist

Rosebud Conservation District

Location: Forsyth, Montana

Status: Full Time/Permanent (40 Hours/Week), \$20/Hour Plus Health Stipend, Paid once monthly.

About the Rosebud Conservation District:

Join our team and contribute to local conservation efforts. The Rosebud Conservation District is dedicated to protecting and improving agriculture and natural resources through community education, technical assistance, and a variety of programs on the local level. We are seeking an organized and motivated Administrative Support Specialist to ensure the smooth operation of our office and support our mission.

Position Summary:

The Administrative Support Specialist is responsible for providing organizational, clerical, and communicative support to the District Administrator and the Board of Supervisors. Must be available some evenings and have the ability to travel and stay overnight when needed.

Key Responsibilities:

- **Office Management:** Maintain organized filing systems (physical and electronic), manage office supplies, handle incoming/outgoing correspondence, and serve as the primary point of contact for visitors and phone inquiries.
- **Board Support:** Prepare meeting agendas, compile board packets, take and transcribe meeting minutes for the Board of Supervisors, and ensure compliance with public meeting laws.
- **Program Support:** Assist with program administration, data entry, report generation, and tracking project deadlines for conservation initiatives.
- **Communications:** Manage the district's calendar, assist with website updates or social media posts, and prepare educational materials and newsletters.

Minimum Qualifications:

- Experience in an administrative, clerical, or office support role.
- Knowledge working with Microsoft Office and Google Workspace applications.
- Exceptional organizational skills with a strong commitment to accuracy and detail.
- Excellent written and verbal communication skills.
- Ability to work independently, prioritize tasks, and manage time effectively.
- Must pass a federal background check and valid driver's license.

How to Apply:

Interested candidates should submit a letter of interest and a resume to rosebudcd@rosebudcd.org or mail to PO Box 1200, Forsyth, Montana 59327.

Application Deadline: Open until filled.

The Rosebud Conservation District is an Equal Opportunity Employer.