

## **Pennsylvania Association of Conservation Districts (PACD)**

### **VACANCY ANNOUNCEMENT ADMINISTRATIVE AND PROGRAM ASSISTANT**

**Position Title:** Administrative and Program Assistant

**Number of Positions Available:** 1

**Salary Range:** Commensurate with experience

**Location:** 5925 Stevenson Ave., Suite A, Harrisburg, Pennsylvania

#### **Duties:**

The Pennsylvania Association of Conservation Districts (PACD) supports Pennsylvania's conservation districts so they can conserve natural resources for our future. The PACD Administrative and Program Assistant is responsible for bookkeeping and clerical duties and provides general program support for the office. This is a part-time position reporting to the Executive Director.

#### **Qualifications:**

##### **Knowledge, Skills, and Abilities**

A qualified candidate should have the following:

- Working knowledge of bookkeeping using QuickBooks, including entering payroll and reconciling accounts.
- Ability to play a critical role in the office's day-to-day operation, including answering phones, processing mail, and ordering supplies.
- Organizational skills and attention to detail to assist with a variety of programs on an on-going basis.
- Proficiency in QuickBooks and Microsoft Office Suite.

#### **Education:**

Applicant must, at a minimum, have completed high school.

#### **Work Schedule:**

This position is part-time, 25-30 hours per week. Hours are somewhat flexible. Occasional travel is required.

#### **Benefits:**

Benefits include a 401k retirement plan, nine paid holidays, and accrued PTO leave. Relocation expenses will not be provided.

#### **How to Apply:**

Candidates must submit a resume and cover letter to the PACD:

**Please apply by e-mail with the subject heading "Administrative and Program Assistant" to [jobs@pacd.org](mailto:jobs@pacd.org).**

#### **Deadline for Application:**

All application materials must be received by 4:30 pm EDT on **November 4, 2020**.