

Pennsylvania Association of Conservation Districts (PACD)

VACANCY ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

Position Title: Administrative Assistant (Part-time)

Number of Positions Available: 1

Salary Range: \$20-22/hour

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 Assistant is responsible for 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 Microsoft Office Suite including Excel.
- 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.
- Working knowledge of QuickBooks preferred.

Education:

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

Work Schedule:

This position is for an average of 20 to 25 hours per week but allows for flexibility in the distribution of those hours. Office hours are expected, but there is an opportunity to work remotely. 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 Assistant" to jobs@pacd.org.

Deadline for Application:

All application materials must be received by 4:30 pm EDT on **November 21, 2023**.