

Muskegon Conservation District
Job Posting: Administrative Assistant



Job Summary: The Administrative Assistant plays a pivotal role in ensuring the smooth operation of an organization by providing comprehensive administrative support to all District staff.. This role requires a high level of organizational skills, attention to detail, and the ability to multitask effectively. The Administrative Assistant acts as a central point of contact for internal and external stakeholders, handling inquiries and facilitating communication. This position would be part time 28-30 hours per week including holiday and annual leave at a pay rate between \$19-\$21 pending experience.

Key Responsibilities:

Administrative Support:

- Maintain filing systems, both electronic and physical, ensuring documents are accurately labeled and easily accessible.
- Assist in the preparation of reports, presentations, and correspondence as needed.
- Handle incoming calls, emails, and correspondence, redirecting as appropriate and ensuring timely responses.
- Foster a positive and professional working environment by providing support and assistance to colleagues as required

Office Management:

- Oversee the day-to-day operations of the office, including managing supplies, equipment, and facilities.
- Coordinate with vendors and service providers for office maintenance and repairs.
- Assist in the implementation of office policies and procedures to ensure efficiency and compliance.

Special Projects:

- Assist in special projects and assignments including fundraisers and educational opportunities to support District Initiatives.
- Contribute to the development and implementation of administrative systems and procedures to enhance efficiency and productivity.

Qualifications:

- Proven experience as an administrative assistant or in a similar role.
- Proficiency in MS Office suite (Word, Excel, Outlook, PowerPoint) Experience with QuickBooks and MS Teams preferred.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong communication skills, both written and verbal, with a high level of professionalism.
- Attention to detail and accuracy in all aspects of work.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to changing priorities and fast-paced environments.
- A proactive and resourceful approach to problem-solving.
- Bachelor's degree preferred, but not required, depending on experience.

To Apply: Position is open until filled. Please submit a cover letter indicating your interest and fit for the position, resume and three references by March 22, 2024 as a PDF to muskegoncd@macd.org with the subject line “Muskegon CD Admin Assistant”.