

Upper Niobrara White Natural Resources District

Job Title: Conservation Program Assistant

Immediate Supervisors: Manager and Assistant Manager

Employee is responsible for operation and administration of NRD projects and programs as assigned by the District General Manager. Daily operations will be performed with limited supervision. Work may consist of both office and field work

Duties & Responsibilities:

1. General front office clerical support, including receptionist, customer orders and office supplies
2. Serve as assistant Board Secretary
3. Maintain UNWNRD Website and other social media accounts
4. Data Entry
5. District Wellness Coordinator
6. Coordinate the Annual Conservation Festival and other youth education events
7. Assist with the Chemigation, tree and water programs

Minimum Qualifications:

Associates Degree is required. Experience may be considered in lieu of degree. Ability to communicate with landowners from ranch, farm and urban backgrounds is necessary. A basic understanding of natural resources conservation is necessary. Must be computer literate, familiar with Microsoft Office Suite. Must be able to bring about actual accomplishments quickly and efficiently. Must be able to perform manual labor, lift 25 pounds and have a valid drivers license.