



## Swain Soil & Water Conservation District Recruitment Announcement

# Education Coordinator/Administrative Assistant

**Job Description:** The Swain Soil & Water Conservation District (Swain SWCD or the District) is seeking applications from qualified individuals interested in serving as the Education Coordinator/Administrative Assistant for the District. Responsibilities include creating and implementing conservation education within the local school system in grades k-12, promoting additional programs such as poster and essay contests, local Envirothon teams, and local field days. This position will also manage the administrative affairs of the District.

**Job Requirements:** Applicant should demonstrate excellent interpersonal, oral and written communication skills. Graduation from high school supplemented by college-level course work in administrative office management, secretarial science and computer courses and three (3) to five (5) years of experience in responsible administrative or technical program assistance work, preferably involving public contact; considerable working knowledge of MS Word, Excel, Publisher, and Access, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Prior educational experience or back ground in natural resources is preferred. Occasional weekend or after-hours work is required.

**Duration of Employment and Benefits:** This is a full-time, permanent position.

**Deadline:** Applications and resumes are due no later than 4:00 p.m. on Thursday, January 27, 2011.

**Applications Form:** Applicants must complete a Sate Application PD-107. Resumes will not be accepted unless accompanied by a completed application form.

You may also visit your local Employment Security Commission. Please return completed applications to:

Swain County Soil and Water Conservation District  
PO Box 1831  
Bryson City, NC 28713  
828.488.8803 ext. 108

**Release Date: January 12, 2012**