

**THOMAS JEFFERSON SOIL AND WATER CONSERVATION DISTRICT**  
**JOB DESCRIPTION**  
**Administrative and Office Assistant**

The Full-Time position will focus on providing administrative and office support for the Thomas Jefferson Soil and Water Conservation District (TJSWCD) and the Thomas Jefferson Water Resources Protection Foundation (TJWRPF) to include planning and recordation of meetings, assisting with office duties and file management, and grant deliverables and compliance. This position offers excellent benefits, including health insurance and retirement.

**Responsibilities:**

1. Assist with the planning, preparation, attendance, recordation, and drafting minutes of monthly Board Meetings and other public Committee meetings hosted by the TJSWCD and the TJWRPF.
2. Assist with financial record management in accordance with Desktop Procedures for District Fiscal Operations.
3. Assist with compliance with grant deliverables and Code of Virginia requirements.
4. Assist with maintaining accurate files for past and current programs, activities, and projects.
5. Provide administrative support preparing correspondence and reports based on existing templates or occasionally from scratch.
6. Serve as front-office customer service representative greeting walk-in clients, screening phone calls, and sorting mail.
7. Assist with maintaining inventory, controls, and policies.
8. Assist with the promotion, administration, and implementation of all technical programs.
9. Assist with development of grant applications.
10. Assist with other administrative projects as needed such as newsletter formatting, bulk mailings, meeting arrangements, maintaining office supplies, and arranging for equipment repairs when needed.
11. Assist with updates and progress of the District's Annual Plan of Work and Strategic Plan.
12. Participate, when deemed appropriate, in trainings that will promote proficiency in the planning and application of soil and water quality conservation principles, theories, and practices.
13. Develop and maintain effective working relations with conservation partners: citizens, local, state, and federal government agencies, and non-governmental organizations.
14. Perform other duties as assigned.

**Knowledge, Skills, Abilities, and Certifications:**

1. Must have strong organizational skills and attention to detail.
2. Must be able to work independently and schedule time in an efficient manner.
3. Must be able to develop timelines and meet deadlines.
4. Must be able to perform well on multiple tasks and projects with potential interruptions.
5. Must be able to communicate effectively both orally and through writing.
6. Proficient in Microsoft Office Professional and Adobe Acrobat Pro.
7. Must have strong proofreading and copyediting abilities.
8. Must show initiative and accept responsibility.
9. Need to have the ability to coordinate and conduct public meetings, workshops, and events.

10. Must be able to interpret records management and financial program policies and guidelines.

**Desired Skillset:**

1. Experience with and/or knowledge of conservation districts, agriculture, or environmental issues.
2. Photography and graphic design experience.
3. Social media management experience.
4. Proficient with QuickBooks Pro software.
5. Familiarity with website management and WordPress.
6. Functional knowledge of Spanish a plus.

**Personal Characteristics:**

- Approachability – Is easy to approach and talk to; spends extra effort to put people at ease; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener.
- Interpersonal Skills – Relates well to all kinds of people, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably.
- Planning Skills – Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work tasks into steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Perseverance – Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing.
- Problem Solving – Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; conducts honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Action Oriented – Enjoys working hard; is full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities when appropriate.
- Results Oriented and Accountable – Can be counted on to exceed goals; is constantly and consistently one of the top performers; steadfastly motivates self and others to obtain results.
- Written Communication – Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- Discretion and Sound Judgement – Is able to deal with sensitive issues and information in a professional and, as required, confidential manner.
- Team Oriented – Works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
- Integrity – Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes and uses them as a learning opportunity; doesn't misrepresent her/himself for personal gain.
- Practicality – Balances creativity with the ability to accomplish practical application of creativity to real world situations.

**Education and Experience:**

A high school degree is required. A demonstrated history of professionalism is also required. A college degree with additional experience in business administration, bookkeeping, and customer service is preferred.

**Temporary COVID-19 Job Modifications:** TJSWCD is presently implementing a hybrid remote work policy for eligible positions in our continued effort to address the COVID-19 pandemic. Employees are provided with a work-issued laptop for remote work when approved by their supervisor.

**Physical Conditions and Nature of Work Contacts:** Tasks involve lifting and carrying moderate weight (25 lbs.). Responsibilities require regular contact with District Board members and the general public, while using judgment and tact to resolve complex issues.

**Salary:** TJSWCD Pay Grade 12

**FLSA Status:** Non-Exempt