



STEPHENSON SOIL AND WATER CONSERVATION DISTRICT
1620 South Galena Avenue Freeport IL 61032

Position Announcement: Administrative Coordinator

Applicants should possess strong written, verbal, and customer service skills. In addition, applicants should be self-motivated, organized, and able to multi-task. Applicants should be knowledgeable of Microsoft Office-Outlook, Word, Excel, and QuickBooks. An agricultural or environmental background is preferred or equivalent work experience. Salary will be based upon education, skills, and experience. Position is 40 hours/week. Stephenson SWCD offers individual health insurance, basic life, short-term disability insurance and long-term disability insurance.

Attendance at monthly board meetings, special events, outdoor activities, and other evening meetings as necessary throughout the year is expected. Administrative Coordinator reports directly to Stephenson SWCD publicly elected board of directors.

Primary responsibilities may include, but are not limited to:

- All accounting for the district, including accounts payable/accounts receivable, payroll, bank account reconciliations, payroll tax filings, W2 and 1099 filings, and compiling information for annual financial audit.
- Prepare for monthly Board meetings: develop agenda, prepare board packet and financial reports. Attend meeting, take minutes, participate as appropriate and type final minutes.
- Prepare reports requested by Illinois Dept. of Agriculture (IDOA); Association of Illinois Soil & Water Conservation Districts (AISWCD); Natural Resources Conservation Service (NRCS) or any other cooperating agencies.
- Prepare and evaluate the Annual Plan of Work and Annual Budget with the Board
- Organize and hold annual election for Stephenson Co. SWCD board of directors.
- Ensure compliance with Illinois government unit and administer annual grants.
- Assist office personnel in current fundraising projects and seek additional funding opportunities such as new grant projects.
- Establish and maintain office procedures and files.
- Answer telephone and greet walk-in customers aiding and/or responds to requests for routine information.
- Organization and execution of annual tree sale, bi-annual fish sale and annual well water testing programs.
- Prepare fiscal year financial requests for the County Board Planning and Development Committee as needed.
- Develop and organize meetings, workshops, tours, that promote education of agriculture or natural resources and district activities.
- Attend meetings, workshops, training courses, tours, etc. held by BLWR, AISWCD, Land Use Council (LUC) or other cooperating agencies that will enhance District programs.
- Prepare quarterly newsletter for the district and follow-through to distribution. Manage newsletter ads and continually look for potential new advertisers.
- Take responsibility for the public relations of the district through news releases, displays, pictures, correspondence, and any other communications to enhance public relations.

- Assist Resource Conservationist with management of CPP/SSRP funds, publicity, and implementation of District related programs.
- Administer Contribution Agreements for NRCS/AISWCD participating in administrative grant agreement and CRP grant agreement.
- Update, maintain and promote the District Website

Perform all duties in a manner that consistently demonstrates fairness, cooperation and respect toward co-workers, office visitors, and all others in the performance of official business. Demonstrate an awareness of Equal Opportunity/Civil Rights policies and responsibilities of agency and departmental goals of valuing a diverse yet unified workforce.

Note: Candidate selected will be required to complete a federal background check as well as be fingerprinted. Must have and maintain a valid driver's license, insurance, and satisfactory driving record.

How to Apply

The Stephenson County SWCD is accepting resumes through close of business (4:30 pm) October 1st, 2021. All interested candidates should send a cover letter and resume to info@stephensonswcd.org or lorna.chezem@stephensonswcd.org.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Questions may be directed to Lorna or Aaron at the Stephenson Co. SWCD office 815-235-2141 ext. 3 or via email address above.