

## Job Opening: Administrative Aide

Are you passionate about making a difference in environmental conservation? Join our team at the Groundwater Conservation District as an Administrative Aide!

### About Us:

We are dedicated to preserving and managing groundwater resources to ensure a sustainable future for our community and environment. As a leading authority in groundwater conservation, we work tirelessly to protect this vital natural resource for current and future generations.

### Position Overview:

We are seeking two motivated and detail-oriented individuals to join our team as Administrative Aides. In these roles, you will provide essential support to our organization by assisting with various clerical and administrative tasks. You will play a pivotal role in ensuring the efficient operation of our office and contribute to our mission of groundwater conservation. Additionally, there may be opportunities for field technician work, and training will be provided for these responsibilities.

### Responsibilities:

- Answering phones and responding to inquiries in a professional manner
- Managing and organizing electronic and physical documents
- Scheduling appointments and coordinating meetings
- Assisting with basic accounting and bookkeeping tasks
- Ordering and maintaining office supplies
- Providing administrative support to staff members and management as needed
- Assisting with field technician tasks as required, with training provided

### Qualifications:

- Strong organizational skills and attention to detail
- Proficiency in office software applications, including Microsoft Office Suite
- Excellent communication skills, both written and verbal
- Ability to prioritize tasks and manage time effectively
- Previous experience in an administrative role is preferred but not required

## Why Join Us:

By joining our team as an Administrative Aide, you will have the opportunity to contribute to meaningful work that has a positive impact on our community and environment. You will work alongside passionate individuals who are dedicated to groundwater conservation and environmental stewardship. Additionally, we offer competitive compensation and opportunities for professional development.

## How to Apply:

If you are interested in joining our team as an Administrative Aide, please submit your resume and cover letter to the General Manager at [gm@blancogw.org](mailto:gm@blancogw.org). Please indicate in your application if you are applying for one or both positions. We look forward to hearing from you!

Join us in our mission to preserve and protect groundwater resources for generations to come. Apply today!