



Administrative Projects Coordinator

Permanent, Part-Time (25-30 hours per week)

\$22.75 - \$27.65 per hour, Depending on Qualifications

Competitive benefits package

Priority Application Deadline: April 14, 2023

Position open until filled

Intended Start Date: May 16, 2023

Thurston Conservation District is looking for a team player with strong communication, organizational, and problem-solving skills to coordinate the development and implementation of its administrative projects.

Since 1948, Thurston Conservation District (TCD) has been promoting non-regulatory and voluntary environmental stewardship among community members in Thurston County. We are a cohesive team of passionate individuals committed to finding and coordinating resources that meet local community needs while conserving soil, water, and other natural resources.

POSITION DESCRIPTION

The Administrative Project Coordinator will join our Finance and Administration team and will coordinate administrative projects that enable District staff and board to efficiently implement its mission - including financial, facility, process automation, policy and procedure, and IT projects.

DUTIES & RESPONSIBILITIES

The Administrative Project Coordinator will perform the following duties:

- Determine and define project scope and objectives.
- Research and document staff descriptions of project needs.
- Develop and track detailed project schedules, budgets, risks, and work plans- including setting targets and milestones.
- Coordinate project tasks and staff through the project life cycle.
- Work with the project team to design and test potential solutions.
- Adhere to schedules and targets or adjust them as project needs change.
- Implement final product and train staff.
- Communicate project updates about strategy, obstacles, adjustments, and progress to the Finance and Administration Manager and key project staff.
- Perform quality control throughout project development.
- Document District Policy and Procedures and coordinate the Board approval process.
- Develop reports and other materials for monthly Board Meetings.

MINIMUM QUALIFICATIONS

We're looking for someone with a positive, friendly, and professional attitude who is excited to work with and assist our team to implement administrative projects that will support the work of District staff and board. A minimum of an associate degree in business or public administration and four years of experience managing projects for a business, non-profit, or governmental agencies OR a bachelor's degree in business or public administration and two years of experience working for a business, non-profit, or governmental agencies OR six years of high-level administrative experience working for a business, non-profit or governmental agency OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Qualifying experience can come from a

combination of educational experiences, volunteer positions, lived experience, and paid positions. Applicants who feel they would thrive in this position are encouraged to apply.

The successful candidate must possess the following skills, experience, and qualities:

- Project Management
- Leadership
- Analytical
- Problem-solving
- Training
- Written and verbal communication
- Interpersonal
- Experience seeing projects through the full project life cycle
- Human Resources background
- Public records disclosure and recordkeeping

Desired Qualifications:

- MS Project or other project scheduling software
- Visio or other process diagramming software
- SmartSheet proficiency

EQUAL OPPORTUNITY WORKSPACE

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. Having a diverse workforce is the District's greatest resource of strength and knowledge. We are committed to building a diverse and inclusive workplace for everyone. All employees, interns, and volunteers receive consideration without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

SCHEDULE & WORKING CONDITIONS

This position is permanent, overtime non-exempt, and part-time (25 to 30 hours per week) with flexible work hours. Currently, this is a hybrid position. Work may be performed remotely, as well as, in the District's office as necessary.

This position description provides a general outline of the job duties and qualifications and is not intended to be comprehensive. Eligibility for this position is contingent upon the individual's ability to perform the job duties with or without reasonable accommodation. This position requires frequent sitting, standing, lifting up to 50 lbs., and occasional weekend and evening work.

COMPENSATION AND BENEFITS

This position is budgeted for an annual salary starting between \$22.75 - \$27.65 per hour depending on the applicant's qualifications. The Thurston Conservation District observes thirteen (13) paid holidays (including two personal holidays). Part-time employees also accrue pro-rated sick and vacation leave. The District offers pro-rated medical, dental, vision, and life insurance coverage for part-time employees, with an option to cover pro-rated 75% of spousal or dependent coverage. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to a Deferred Compensation Program (DCP). This position is represented by the Washington Federation of State Employees, AFSCME Council 28. The current Collective Bargaining Agreement can be found [here](#).

TO APPLY

The priority application deadline is April 14th and applications will be reviewed upon receipt. This position is open until filled.

Please include the following in your application package:

1. Resume
2. Cover letter - not to exceed one page.
3. Three (3) professional references

In your cover letter, please describe your interest and unique qualifications and skills for the position.

Send application materials electronically (please no paper copies) to: job-applications@thurstoncd.com. Please include **Administrative Projects Coordinator – YOUR NAME** in the subject line.

TCD is an Equal Opportunity Employer. Please let us know if you need any accommodation to participate in the application process.

**We sincerely thank you for your interest in working with
the Thurston Conservation District team!**