



NORTHERN GUAM SOIL & WATER CONSERVATION DISTRICT



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ANNOUNCEMENT

THE NORTHERN GUAM SOIL AND WATER CONSERVATION DISTRICT SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT,(SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title: Administrative Assistant

Classification: Temporary, Part-time, 20 hours per week

Hourly Wage: \$12.00 per hour

Location: Northern Guam Soil & Water Conservation District, CNAS-UOG Mangilao Guam

About the Position & Initiative: The Northern Soil and Water Conservation District (SSWCD) seeks an Administrative Assistant who feels passionate about protecting Guam's soil and water resources and promoting conservation stewardship to join our team.

Minimum Qualifications

1. High School Diploma; or GED equivalent
2. One year of general experience. General experience may include performing structured work assignments combined with training that familiarizes the employee with the organization's functions and operations.
3. Proficient in Microsoft Suite (Word, Excel, Outlook, etc.)

Preferred Qualifications

1. Bachelor's Degree
2. Enthusiasm for agriculture, conservation, and the outdoors;
3. Knowledge of general administrative policies, procedures, and processes in higher education

Minimum Knowledge, Skills, and Abilities

- Exceptional communication and interpersonal skills
- Collaborative working style and team-player attitude
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to the team's success
- Outstanding organizational skills and ability to prioritize tasks

Illustrative Examples of Work: Provides efficient administrative and customer service assistance to the assigned appointed officials, and to members of the public. Provide administrative support to the Board and committees which includes: coordinating meetings, preparing public announcements, preparing and distributing agendas, taking minutes, acting as a liaison ensuring compliance with Open Government Law. May be assigned to provide regular research, data collection, report preparation, and information sharing/coordination. •Assists with department payroll, budget, purchasing, monetary transactions, scheduling, record-keeping, personnel procedures, and the research and preparation of various reports. Supports and maintains District communications including website, social media platforms, email correspondence, program offerings, public notices, and etc; and other duties as assigned.

How to Apply: Interested parties must submit their resume via email to northernguamswcd671@gmail.com. For more information, contact Teddy Concepcion at 671-687-3113. The NGSWCD is an Equal Opportunity Employer.