

# WHITE BEAR LAKE CONSERVATION DISTRICT



## EMPLOYMENT OPPORTUNITY

### PERMANENT PART-TIME ADMINISTRATIVE ASSISTANT

The White Bear Lake Conservation District is accepting applications for a 16 – 20 hour per week Administrative Assistant position including one evening meeting per month.

Applicants should be experienced/skilled in using a PC computer with Microsoft products and Quick Books. The Administrative Assistant will assist with maintenance of website and social media, and have excellent written and verbal use of English. Experience providing good customer service and working with a volunteer Board of Directors helpful.

Starting Salary: \$20/hour to \$25/hour depending on qualifications.

Detailed description of position and application available at: [www.wblcd.org](http://www.wblcd.org)

Submit application, resume and letter of interest by email to: [wblcd@msn.com](mailto:wblcd@msn.com) or by mail to: White Bear Lake Conservation District, 4701 Highway 61, White Bear Lake, MN 55110. Completed application must be received or postmarked by 4:30 p.m. Thursday April 14, 2022.