



Want to make a difference?

With a career at St. Vrain and Left Hand Water Conservancy District, you can!

Since 1971 the District has served its community by developing, managing and protecting water resources in the Longmont area. As the District seeks to implement new and strategic programs and projects, it is seeking an **Office Manager/Executive Assistant** as an integral part of a two person team.

As a part of the team, you will work with a group of committed professionals who are dedicated to continuing and enhancing the District's leadership role in the Colorado water community.

If you thrive by organizing seemingly disconnected information, are highly self-motivated, professional, and capable of managing a work load and prioritizing tasks in a fast-paced environment, this is an excellent opportunity for you. Candidate must be proficient in MS Office, have 5+ years' experience as an Office Manager and/or Executive Assistant, and have excellent written and oral communication skills.

The St. Vrain and Left Hand Water Conservancy District recognizes the importance of work/life balance. The District offers flexible scheduling and this position could possibly allow an employee to occasionally work from home.

For more information about the District, please visit www.svlhwcd.org

Applicants must submit cover letter, resume, references and salary requirements to:

St. Vrain and Left Hand Water Conservancy District
ATTN: Job Opening
office@svlhwcd.org

Candidates must submit information above by April 1, 2019

Duties and Responsibilities

- Coordinate executive communications, including taking calls, responding to emails and interfacing with constituents and members
- Schedule meetings and appointments for Executive Director and arrange travel
- Coordinate routine meetings, annual and special events
- Maintenance of document management system
- Uphold a strict level of confidentiality
- Compile and review monthly board meeting agenda, minutes and supporting meeting documents
- Support hired accountants with bi-monthly financial data entry and assist with annual budget
- Maintain office supplies and make purchases as necessary
- Distribute constituent and member communications using Constant Contact
- Special projects

