

Send Cover Letter and Resume to: Rhonda Gordon at rgordon@goldentrianglercd.org or mail to:

Rhonda Gordon 822-R Jesse Johnson St., Blakely, GA 39823

Job Description: Program Assistant

Position Summary: Providing administrative support in non-profit office involved in Natural Resource Conservation and Community Development Projects. The position involves working in a small office in Blakely, GA, usually on a M-F 9 to 5 schedule, with occasional evening meetings or events at various locations around SW Georgia (1-2 times per quarter).

Wage: DOE Applications accepted: through May 15, 2018

About the Organization: The Golden Triangle Resource Conservation and Development Council is a locally led partnership between stakeholders, volunteers, and rural communities. The Council is a non-profit 501(C)(3) organization that was created to help groups and individuals.

The Council is made up of action-oriented volunteers and local leaders. Council members identify problems, develop strategies, and implement beneficial projects. They are a steering committee and action team that implements the Council's Area Plan, a community driven, strategic, long range plan designed to improve the quality of life in the communities of the RC&D Area. Learn more at www.goldentrianglercd.org

Duties:

- Assist with compiling financial information and invoices for State Environmental Protection Division reports (for EPA Clean Water Act, Part 319 Watershed Restoration Projects). Meticulous review of financial reports prior to submission.
- Assist with preparing federal grant applications, including compiling organizational documents, researching demographics, and drafting project description narratives.
- Photograph important organizational events such as meetings, educational workshops, and landowner site visits.
- Answering phones and responding to inquiries as needed.
- Promote the organization using various social media platforms
- Prepare Organizational E-newsletter (in MS Publisher) by writing short articles and creating basic layout using photos, newsbytes, etc.
- Prepare for organizational quarterly meetings and educational workshops, including drafting agendas, compiling information for presentations, as well as providing powerpoint/projector support.
- Facilitating a Household Water Well Loan Program that provides low interest loans to rural residents for a replacement or repair of a household water well. This includes reviewing applications, coordinating scheduling of the well drilling process, completion of paperwork for client contracts, following up with clients who delinquent on payments via phone and letters, and preparing program invoices and reports for USDA agency funding.

- Organizing, initiating, facilitating, and promoting new organizational projects.
- Other responsibilities and tasks as assigned.

Necessary Skills:

- Office Administration, including competence using a multi-line phone, copier, and PC, including Internet research, Social Media platforms, MS Office applications including MS Word, MS Excel, MS Publisher, and organize files in File Explorer
- Writing documents for public print, including Press Releases, News stories, Newsletters, etc.
- Basic Grant Writing and reporting
- Ability to work with numbers, including basic financial report auditing
- Excellent Communication skills required

General workplace competencies required:

- Ability to work independently and as part of a team.
- Ability to complete assignments competently and in a timely manner.
- Ability to work with others from with a variety of workstyles and management styles.
- Friendly, outgoing, and easily able to engage with others.
- Ability to readily learn new systems, programs, and fields study.

Preferred Skills (Ideal Candidate)

- Experience interviewing people
- Basic Photography skills
- Basic IT troubleshooting capability
- Use of Social Media for promoting organizations and causes.
- Basic Public speaking confidence
- One year+ experience in Natural resource related work, such as agriculture, wildlife habitat, soil and water conservation, etc.
- One year+ experience in community development work
- Excellent writing skills