

## ADMINISTRATIVE COORDINATOR POSITION

The Iroquois County Soil and Water Conservation District is seeking qualified applicants. Applicants should demonstrate proficiency with QuickBooks, payroll and Microsoft Office applications and should be able to multi-task and work in a team setting. A USDA background check will be required.

This is a 30 hour per week position with starting salary of \$12/hr. Insurance and other benefits will be provided. Anticipated starting date would be May 1<sup>st</sup>, 2015.

Send cover letter and resume (with 3 references) to [thad.eshleman@il.nacdnet.net](mailto:thad.eshleman@il.nacdnet.net) or drop off at the office at 1001 E Grant St. Suite A, Watseka, IL 60970. NO PHONE CALLS. Resumes must be post marked by March 23<sup>rd</sup>.

The Iroquois County SWCD is an equal opportunity employer.