



Resource Conservation District of Greater San Diego County
11769 Waterhill Rd., Lakeside, CA 92040
Phone: (619) 562-0096 📠 Fax: (619) 562-4799
Website: www.rcdsandiego.org

Office Coordinator

\$18 - \$22 per hour / \$37,440- \$45,760 per year
Full time (40 hours), Monday – Friday

The Resource Conservation District of Greater San Diego County (RCD) is seeking a dynamic and enthusiastic Office Coordinator to manage the facility and daily office procedures, data, and files; serve as the first point of contact with the public; and assist staff with administrative needs. The ideal candidate is well organized, detail-oriented, articulate, approachable, and collaborative. You will possess strong customer service skills, adept at anticipating needs and priority, self-motivated, along with previous experience in an office administration role.

This position is located at the RCD of Greater San Diego County field office in Lakeside, California. This position is an at-will position and the employee serves at the discretion of the Executive Director. All District employees are required to work collaboratively and to serve as a positive role model for other employees by supporting the mission, vision, and values of the District.

General responsibilities:

- Answer incoming phone calls, assist callers and direct calls as appropriate; greet members of the public that visit the office. Answer general questions about programming, etc. via email and social media.
- Manage and create systems to organize RCD files and data, including contacts, and keep information organized and up to date.
- Conduct regular reviews of the RCD facility and organize refurbishment and repairs as needed.
- Keep logs of company vehicles and other assets, including scheduling regular service on company vehicles and facilitating office equipment upgrades.
- Work with various departments to write and issue press releases on programming or events as needed, and contribute to maintaining and updating RCD websites.
- Support the Clerk of the Board with preparation of Board meeting packets and other administrative tasks related to the Board of Directors.
- Assist staff with project administration as needed.
- Keep the office stocked with stationary, cleaning, and other supplies.

Required Qualifications

- At least three years' experience in an office administration role.
- Excellent written and verbal communication skills.
- Highly organized with excellent time management skills.
- Excellent attention to detail and accuracy.
- Experience with the Microsoft Office suite.
- Fluent English speaker, bilingual in Spanish preferred.
- Professional, accountable, and punctual.

Conserving Our Natural Resources



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Other Qualifications

A California driver's license, a clean driving record, and successful completion of a background check. Adept at anticipating requirements of the office, uses extreme discretion when handling confidential and/or proprietary information. Consistent attention to detail and accuracy while juggling multiple tasks. Ability to meet deadlines/goals effectively and in a timely manner.

Compensation and Benefits

The RCDGSDC offers a competitive salary and benefits package:

- Full Time (40 hours)
- After successful completion of a 90-day probationary period:
 - Health insurance compensation in lieu of health insurance.
 - Participation in RCD 457 retirement plan.
 - Phone stipend of \$50 per month.
 - Ten paid holidays and thirteen days of paid time off (PTO) in your first year of service, rising to eighteen days after the first year.

To Apply

Please submit a cover letter, resume, and references to the Resource Conservation District of Greater San Diego County at info@rcdsandiego.org with "Office Coordinator" in the subject line by July 31, 2021. For additional information, please contact the RCD by phone at 619-562-0096.

The RCD is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran.

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