



## **On-Call Office Assistant**

### **Job Announcement (Orleans)**

**Position is on-call Mondays through Thursdays during the times of:  
10 am to 4 pm**

We are seeking an individual who:

- Has good communication skills – with the general public, funders, and co-workers. This job includes a lot of telephone and email communication.
- Has experience with computers, Microsoft Office, (and Google for Business is helpful).
- Has good organizational skills.
- Is willing to perform custodial tasks as needed.
- Can work independently and as a team.
- Perform other duties as assigned – meeting set up, filing, copying, etc.
- Is dependable and can work more days/hours per week on occasion as needed.

Compensation starts at \$12.91/hour, depending on experience. The job will largely be clerical, supporting all of MKWC's programs. This position has potential for advancement within Mid Klamath Watershed Council.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

To apply, please submit an application with a cover letter explaining your skills related to the position as it is described above. Applications are available at the Mid Klamath Watershed Council office (38150 Hwy 96, Orleans, CA 95556) or by email. For more information, contact [employment@mkwc.org](mailto:employment@mkwc.org)

**Position Open until filled**