Job Announcement

On-Call Administrative Assistant

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

We are seeking an individual to join our team in Orleans, CA as an On-Call Admin Assistant.

The On-Call Admin Assistant helps with:
- Front desk duties (answering phone, making copies, restocking supplies)
- Helping MKWC staff with projects
- Assisting the public
- Other duties as assigned

We are looking for someone who:
- Has good communication skills – with the general public, funders, and co-workers.
- Has experience with computers: Microsoft Office and Google Suite.
- Has good organizational skills.
- Is willing to perform custodial tasks as needed.
- Can work independently and as a team.
- Is dependable and can work more days/hours per week on occasion as needed.

Compensation starts at $15.50-$17.60/hour, depending on experience. The job will largely be clerical, supporting all of MKWC’s programs. This position has potential for advancement within the Mid Klamath Watershed Council.

This is a non-supervisory position.

Please submit a MKWC application to: employment@mkwc.org. You can download an application from our website www.mkwc.org/get-involved/employment or pick one up at our Orleans Office.

For more information contact Carol Earnest at 530-627-3202 x 1001.

We're looking to fill this position ASAP.
Physical Requirements:
- Must possess mobility to work in a standard office setting and use standard office equipment (ie computer)
- Vision to read printed materials and a computer screen
- Finger dexterity to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment
- Must be able to convey and receive spoken instructions to communicate in person, before groups and over the telephone
- Must be able to convey and receive written communications
- Occasional bending, stopping, kneeling, reaching, pushing, and pulling materials and objects necessary to perform job functions
- Standing in work areas and walking between work areas.
- Ability to safely and successfully perform the essential job functions with the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and other federal, state, and local standards, including meeting the qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state and local standards

Reasonable accommodations may be made if people cannot meet some physical requirements.