

# EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**Position:** Data Entry Specialist for the H2Ohio grant

**Location:** Williams Soil & Water Conservation District, Montpelier, Ohio

**Employment Status:** Full-time position with benefits

**Summary Description:** Under the general supervision of the District Administrator and H2Ohio District Technician. This position includes promoting and implementing conservation programs, accurate recordkeeping skills and ability to work and communicate well with the public and co-workers.

**Primary Duties/Responsibilities:**

- Computer/web based data entry
- Promotion, implementation, and documentation of H2Ohio program
- Keep accurate records as required

**Qualifications:**

- High school education/diploma/GED
- Must possess a valid Ohio driver's license, insurance, have a good-driving record and be able to operate motor vehicles during day and night hours, on both public and private roads
- Strong agricultural/ conservation background
- Proven ability to communicate effectively using both written and oral forms of communication and be proficient in Microsoft Office programs
- Must pass pre-employment screening/background check

**Hours of Work:** This is a full-time position with a 40-hour work week, Monday through Friday, 8:00 a.m. to 4:30 p.m. with occasional weekends and evenings.

**Salary & Benefits:** Pay will be established at an hourly rate and will be based on experience. Selected applicant will participate in Public Employees Retirement System; will be eligible for vacation, sick leave, health & life insurance, as well as deferred compensation through Williams County.

**Equal Opportunity Employment:** We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**Application Deadline:** By 4:30 p.m., February 29, 2024. Please send a cover letter, resume, application form and three references to: Attn: Chris Dancer, Williams SWCD, 11246 State Route 15, Montpelier, Ohio 43543-9282. Email: [cdancer@williamsswcd.org](mailto:cdancer@williamsswcd.org) or 419-636-9395 for questions.