



# Now Hiring: PT Administrative Assistant

The Mississippi Watershed Management Organization (MWMO) is seeking a Part-Time Administrative Assistant to join the team.

The MWMO is a joint-powers local government unit formed by the cities of Minneapolis, Fridley, Lauderdale, St. Anthony Village, St. Paul, Columbia Heights & Hilltop, and the Minneapolis Parks & Recreation Board, and one of approximately three dozen watershed organizations in the Twin Cities metropolitan area.



## ABOUT THE POSITION

The Part-Time Administrative Assistant performs a variety of office functions as required to assist in the efficient operation of the office as directed by the Executive Director and Program and Team Leaders.

These functions include, but are not limited to: researching, compiling, and organizing info/data; scheduling resources; organizing meetings; and performing needed administrative and clerical services for the organization to maintain efficient daily office work flow.

The position performs miscellaneous office duties such as answering telephones and other office support as required, to keep the office space in a clean and publicly presentable condition.

In addition, the position actively participates as a member of the MWMO staff team and performs special projects and other responsibilities as assigned.

The complete position description can be found by visiting: <http://mwmo.org/about/employment>.



## ABOUT THE CANDIDATE

The successful candidate for the Part Time Administrative Assistant position should have a minimum of two (2) years of experience in an office setting, preferably in the public sector, and a High School Diploma or GED.

## SKILLS THE CANDIDATE SHOULD DISPLAY OR BE READY TO DEVELOP

- Excellent organizational, interpersonal, customer service, verbal, and written communication skills.
- Organize and prioritize workloads, work under pressure and adapt to meet deadlines
- Work independently and make decisions within the scope of authority
- Working knowledge of computers and the various software programs used in the department assigned





### COMPENSATION

The starting wage will be \$14.50 per hour, with a flexible schedule averaging 15 hours of work per week.

### SELECTION PROCESS

**Closing Date:**

August 12, 2016

**Review of Applications:**

Week of August 15, 2016

**Interviews of Candidates:**

Week of August 29, 2016

**Interviews of Finalists:**

Week of August 29, 2016

**Interview Location:**

MWMO  
2522 Marshall Street NE  
Minneapolis, MN 55418

### ABOUT THE MWMO

The Mississippi Watershed Management Organization works to protect and improve water quality, habitat and natural resources in an urban watershed that drains directly into the Mississippi River.

The MWMO partners with our member communities to invest in green infrastructure that captures, cleans and reuses stormwater. Our team monitors and tracks water quality in the watershed and conducts education and outreach to promote active environmental stewardship among residents.

### STORMWATER PARK AND LEARNING CENTER

The MWMO’s Stormwater Park and Learning Center offers visitors the experience of a living laboratory of green infrastructure along the Mississippi River.

Our site provides community meeting space and a variety of educational opportunities and exhibits to promote good stewardship of our water resources and habitat.

Our 11,000-square-foot facility is heated and cooled by geothermal energy, and is powered in part by an array of solar photovoltaic panels. It was designed to consume just one-third of the energy of a typical, comparably sized commercial building.

In addition to providing public meeting spaces, the Stormwater Park and Learning Center houses the MWMO’s staff offices, equipment and laboratory space.

### HOW TO APPLY

Application forms, instructions and full position description can be found at:  
<http://mwmo.org/about/employment/>

*Please note that the applications are accepted via electronic mail to [contacts@mwmo.org](mailto:contacts@mwmo.org) or via U.S. Mail to the address listed above.*

The MWMO is an Equal Opportunity Employer. The MWMO does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.