



ADMINISTRATIVE ASSISTANT OPENING

The Northern Neck Soil & Water Conservation District (NNSWCD), a political subdivision of the Commonwealth of Virginia, is seeking a permanent, full-time Administrative Assistant. This individual will assist in fulfilling the NNSWCD's mission of promoting the stewardship of natural resources through leadership, education, and technical assistance within Lancaster, Northumberland, Richmond, and Westmoreland Counties.

The Administrative Assistant shall have a degree or extensive experience in business administration, bookkeeping, customer service, and computers with a demonstrated history of professionalism and proficiency in Microsoft Office Professional software.

The job responsibilities include, but are not limited to:

- Planning and recordation of public meetings
- Record Management
- Grant Deliverables and Code of Virginia Compliance

A complete Job Description and fillable NNSWCD Employment Application are available at: www.nnswcd.org/employment.

Permanent, full-time with maximum 40 hours/week.

Salary Range: \$35,000 - \$65,000 based on qualifications, plus excellent benefits including health insurance, VRS, as well as paid leave.

Submit cover letter, resume, and NNSWCD Employment Application by
4:30PM on December 1, 2025.

Email to: kelly.brann@nnswcd.org or submit via postal service to:

Northern Neck SWCD
Attn: District Operations Manager
P.O. Box 220
Warsaw, VA 22572

The Commonwealth of Virginia supports the Northern Neck Soil & Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation.

Northern Neck Soil & Water Conservation District programs, activities, and employment opportunities are available to all people regardless of race, color, religion, ethnic or national origin, sex, pregnancy, childbirth or related medical conditions, age, sexual orientation, gender identity, marital status, disability, military status, or any other bases protected by law. An equal opportunity/affirmative action employer.