

Kankakee County Soil & Water Conservation District Seeking Administrative Coordinator



The Kankakee County Soil & Water Conservation District is seeking a full-time (up to 40 hours per week) Administrative Coordinator. The position is based on a 30 to 40-hour work week with occasional evening and weekend meetings, trainings, and special events. Office hours are Monday through Friday from 8am to 4:30pm. The candidate must have a valid driver's license and will be required to pass a federal background check. Compensation will be \$20/hour with benefits provided.

Basic Skills

Candidate must possess strong organizational skills, self-motivation, ability to multitask, and possess excellent oral and written communication skills. Financial/accounting experience and working knowledge of QuickBooks is required. Candidate should possess strong computer skills, including familiarity with Microsoft Word, Excel, and PowerPoint. On-the-job training will be provided, as needed.

Duties and Responsibilities

The Kankakee County SWCD Administrative Coordinator's primary responsibilities include:

- Manage District QuickBooks, bank accounts, financial reports, and payroll.
- Complete daily, quarterly, and annual office tasks such as budgeting, annual plans of work, reporting for Illinois Department of Agriculture (IDOA) agreements, and more.
- Facilitate District tree and fish sales.
- Manage District website, social media, and E-newsletters.
- Plan and host District events and assist Resource Conservationist with agriculture and urban outreach.
- Assist Resource Conservationist with fulfillment of NRCS administrative sub-agreement.
- Assist walk-in customers and answer phone calls.
- Develop, recommend, implement, and evaluate District policies and procedures.
- Prepare monthly board meeting agendas, minutes, reports, slides and exhibits.
- Attend monthly Board Meetings and present Board of Directors with District updates.

All interested candidates are asked to send a cover letter and resume with references to the Kankakee County Soil & Water Conservation District office (address below) or email Crystal Sauder at crystal.sauder@kankakeecountyswcd.org by December 31, 2025. For questions, please call Crystal Sauder at (815) 937-8940 ext. 3. If you are interested in learning more about the District, please visit www.kankakeecountyswcd.org.

Kankakee County SWCD
685 Larry Power Road
Bourbonnais, IL 60914