

Job Advertisement

Culpeper Soil and Water Conservation District is currently accepting applications for a Half-Time Administrative Assistant to provide support for core operation administrative functions at the 5 county SWCD office in Culpeper, Virginia. The successful applicant will have extensive experience with MS Word and Excel, word processing, extensive experience with Quick Books, and be competent with web based data applications. District application and Job Description can be found at culpeperswcd.org. All replies by email only to gregw@culpeperswcd.org . Position is open until filled. EOE.