

Administrative Assistant Wanted

Culpeper Soil and Water Conservation District is currently accepting applications for full time employment with the District as Program Administrative Assistant to assist both current and new staff in two office locations with administrative support for various program contract reporting requirements. Successful candidate must have excellent organizational and interpersonal communication skills, have excellent computer software skills, be able to work under pressure and have a flexible personality. Minimum 1-year previous successful related job experience. Benefits included. To apply; send cover letter, current resume and signed application (available at culpeperswcd.org) to Greg Wichelns, District Manager, 351 Lakeside Drive, Culpeper, VA 22701 or send to gregw@culpeperswcd.org. No telephone calls. EOE.