



SISKIYOU RESOURCE CONSERVATION DISTRICT

P.O. Box 268, Etna, CA 96027

Phone: (530) 467-3975 | Fax: (530) 467-3975

Email: sisqred@sisqtel.net

Website: siskiyourcd.com

JOB OPPORTUNITY – MAY 18th, 2026 - PART-TIME OFFICE ASSISTANT (\$25.00 per hour – 25 to 80 hours per month)

The Siskiyou Resource Conservation District (SRCD) is seeking a motivated and organized individual to serve as a Part-Time Office Assistant. This position assists with general office administration, filing, communications, and organizational support for District operations and grant-funded projects.

Primary workdays will generally occur on Mondays and Fridays, with additional hours assigned based on performance, workload, and District needs.

Duties May Include

- Answering and responding to phone and email correspondence
- Assisting with organization and maintenance of physical and digital filing systems
- Assisting with preparation of Board Meeting agendas, packets, and records
- Taking meeting notes and maintaining organized public records
- Assisting with data entry, document formatting, and recordkeeping
- Supporting grant administration and reporting tasks
- Assisting with website updates and office organization
- General administrative and clerical support as assigned

Preferred Skills & Qualifications

- Excellent computer skills, including proficiency with Microsoft Word, Excel, Outlook, and general office software
- Strong organizational and filing abilities, both physical and digital
- Professional verbal and written communication skills
- Ability to work independently and stay task-oriented
- Reliable transportation
- Additional computer, technical, or troubleshooting skills are highly desirable
- Experience with administrative work, bookkeeping, grant administration, or public agencies is a plus

Requirements

- Must be able to provide proof of identity and employment eligibility
- Must maintain professionalism and confidentiality
- Must be dependable and punctual
- Must be available to work primarily Mondays and Fridays



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Compensation & Benefits

- \$25.00 per hour
- Approximately 25–80 hours per month depending on workload and performance
- Additional hours and responsibilities may be assigned based on demonstrated performance
- Twelve (12) month probationary period
- After successful completion of probation, employees become eligible for a 14% healthcare stipend
- After two years of employment, employees become eligible for a 5% retirement contribution
- This position is grant funded. Employment, assigned tasks, and available hours are dependent upon District funding availability and program needs.

To apply, please submit a resume and brief letter of interest to the Siskiyou Resource Conservation District by email or mail. Position will remain open until filled.

For questions regarding this position, please contact the SRCO office at (530) 467-3975.