

North Dakota Natural Resources Trust

1605 East Capitol Ave., Ste. 101

Bismarck, ND 58501

Phone: 701-223-8501

POSITION ANNOUNCEMENT ADMINISTRATIVE/CONSERVATION SPECIALIST

Location: Bismarck, ND

CLOSES: July 5, 2019

The North Dakota Natural Resources Trust (Trust) is seeking an experienced Administrative/Conservation Specialist for our Bismarck office. This job is a full-time position.

This position provides assistance to Trust staff and board on a variety of organizational, administrative and management matters. Responsibilities include, but are not limited to, managing the day-to-day operations of the office, providing technology support and assisting staff with conservation program and project related work.

This position requires experience with multiple types of computer software, web content management, office phone systems, smart phone technology and file management. Candidates must be detail oriented, motivated and have excellent communication, organizational and people skills. Candidates must have a genuine interest in natural resource management and a commitment to caring for North Dakota's land, air and water in a manner that enhances our quality of life and land stewardship legacy going forward.

The applicant must have a four year degree and at least three years of professional experience or ten years of relevant experience.

The salary range is \$43,000 to \$62,000 commensurate with qualifications and experience. Other benefits include paid holidays, annual and sick leave, health insurance and employer retirement contribution. Qualified persons may apply by submitting a letter of interest, resume and three work references (including names, addresses and telephone numbers) to the above address or by submitting to the following e-mail address by closing date:

keith@naturalresourcestrust.com

The Trust's mission is to preserve, restore, manage, and enhance wetlands and associated wildlife habitat, grasslands, and riparian areas in the state of North Dakota.

Further information about the Trust and this job are available at www.ndnrt.com.