



## Job Announcement

ADMINISTRATIVE AIDE (0810)  
\$71,588.22-\$86,991.16 ANNUALLY

### Summary

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) permanently protects the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. We are currently recruiting for a full-time, time-limited (through 10/2/2026) Administrative Aide- a critical team member who will support the land conservation activities of Ag + Open Space. This position is assigned to Ag + Open Space's Administrative Program but works closely with Vegetation Management and Matching Grant Programs. This is an excellent opportunity to join a mission-driven organization with a passion for protecting lands that contribute to Sonoma County's scenic beauty, local agriculture, native habitats, recreational lands, wildfire resilience with a focus on climate resilience and promoting equity among local tribes, BIPOC communities, other historically excluded groups. This position is eligible for up to 60% remote work.

### Duties

The Administrative Aide will be part of a dynamic team that thinks strategically and leads efforts for finalizing Board of Director agenda packets, develops vendor contracts, facilitates and tracks complex projects and grants, collaborates with County Counsel on complex contracts, facilitates work with partner organizations to achieve wildfire resilience and resource protection, supports staff through the Request for Proposal process, participates in designing process improvement forms and work flow redesigns, and is a key coordinator of data integration. At Ag + Open Space we believe everyone is a leader. Toward this end this position will identify improvements to processes and develop solutions working with cross functional teams.

### Requirements

Any combination of education and work experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, this would include course work in public or business administration, management, English composition, psychology or closely related courses. Experience managing multiple priorities, negotiating verbally and in writing, mastery of Microsoft Office suite of programs, Adobe (Acrobat, InDesign, Illustrator), and project management, contracts, purchasing, flowchart creation experience is highly desirable.

### Application process

**The continuous job posting opens December 5, 2023 with a first screening on January 11, 2024. First interviews for selected candidates will be held January 29th via video conference. Application instructions are provided on: [www.governmentjobs.com/careers/sonoma](http://www.governmentjobs.com/careers/sonoma)**

