

Pickaway County Park District

Position: Executive Management Assistant

Location: 141 W main St., Suite 400, Circleville, Ohio 43113

This full time position, with full county benefits, reports to the County Park District Director and assists with planning and implementing programs and projects that further the outdoor recreation mission of the Park District. Some of the specific job responsibilities include: research, grant writing, project planning and budgeting, invoice processing, assisting with the development of informational materials, management of District website/social media, development of outdoor education programs. See full position description at pickaway.org

Minimum Qualifications: Bachelor's Degree in Parks & Recreation, Natural Resources, Business Administration, or closely related field preferred. One year work experience in a public agency. An Associate's Degree in any of the above fields with extensive, related, work experience may be an adequate substitute of education and experience.

Posting Period: April 9-April 20

Pay: \$18/hr.

Email a resume and employment application to: tdavis@pickaway.org, or mail to 141 W. Main, Ste. 400, Circleville, Ohio 43113

Download and print employment application at pickaway.org or pickawaycountyparks.org.

Questions should be emailed to Tom Davis at tdavis@pickaway.org or call 740-420-5451.