

DeKalb County Soil and Water Conservation District

It is our mission to responsibly protect our healthy soils and clean water for all generations

Job Title: Administrative Coordinator

Job Location: Sycamore, Illinois

Position Type: Full time

Salary Range: \$47,000 - \$55,000 Salary will be based on education and work experience

Education Requirements: Associate degree or greater, in Business Administration or a related field.

Benefits: Full benefit package available

Program Overview:

The DeKalb County Soil and Water Conservation District (SWCD) is a local government unit established in 1947, serving DeKalb County, Illinois. Our vision is to conserve soil and water resources using evidence-based practices. We collaborate with local, state, and federal partners to promote conservation among all county residents.

Job Description:

The Administrative Coordinator will provide administrative leadership, technical, clerical, and educational support, and serve as a representative of the District in advancing and implementing initiatives that promote responsible management of the natural resources in DeKalb County. Preferred requirements include 2-3 years of experience in an administrative support or office management role. Technical skills include proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), QuickBooks and general office equipment. The selected candidate will be required to have excellent written and verbal communication, strong organizational and multitasking abilities, attention to detail, and problem-solving skills. **The selected candidate must have a valid driver's license and be required to get fingerprinted and complete a federal government background check.**

Key duties include:

- Administrative and Office Management
- Financial Management
- Board Meeting Coordination
- Board of Directors Election Administration
- Grant Agreements and Financial Reporting
- Conservation Program Support
- District Sales Program
- Website and Social Media Management
- Educational and Outreach Programs
- Community Engagement and Support
- Provide a commitment to building a better community and environment.

Job Offering Timeline: Closes December 23, 2025

Estimated start time: Last of January – Early February

Mail Cover letter and Resume to: DeKalb County SWCD 1350 West Prairie Drive,
Sycamore, IL 60178 or **Email:** dekalbswcd@gmail.com

The DeKalb County SWCD is an equal opportunity employer. All programs and services of the DeKalb County SWCD are on a nondiscriminatory basis without regard to race, color, natural origin, religion, gender, sexual orientation, age, marital status or handicap.