

WHITE BEAR LAKE CONSERVATION DISTRICT



EMPLOYMENT OPPORTUNITY

ADMINISTRATOR

Part-time

The White Bear Lake Conservation District (WBLCD) is accepting applications for a part-time Administrator position, averaging 16-20 hours/week, including one evening meeting per month.

The Administrator role is to support the work of the WBLCD Boards and committees, serve the public by providing access to information, and oversee the daily operation of the WBLCD. The Administrator will assist with maintenance of the website, and have excellent written and verbal English communication skills. Applicants should be experienced/skilled in using a PC computer with Microsoft and Google products. Experience working with QuickBooks desired.

Starting Salary: \$25/hour to \$30/hour, depending on qualifications.

A detailed description of the position and application is available at: www.wblcd.org

Submit application, resume and letter of interest by email to: wblcd25@gmail.com or by mail to: White Bear Lake Conservation District, 4701 Highway 61 N., White Bear Lake, MN, 55110. Applications will be accepted until May 29, 2026, or until the position is filled.