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Job Posting

Date: 11/4/2026

Position: Office & Outreach Coordinator, 0.8 FTE

About the Pelican River Watershed District

The Pelican River Watershed District (PRWD) is a local unit of government responsible for managing and protecting the water resources within the 77 square miles that drain into the Pelican River and ultimately the Red River of the North. PRWD believes that clean water and a healthy natural environment are essential ingredients for vibrant and sustainable communities. Our mission is to protect, preserve and enhance the District's lakes and waters for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism and accountability. To learn more about the District, please visit our website at www.prwd.org and on Facebook.

Our office is located in Detroit Lakes, MN, the heart of lakes country. It is a desirable community with more than 400 lakes within 25 miles, as well as the Detroit Mountain Recreational Park, two National Wildlife Refuges, and bike/hiking trails. Check out more about Detroit Lakes, MN at www.visitdetroitlakes.com.

About the Position

The Office & Outreach Coordinator performs a wide variety of tasks associated with financial, permitting and education activities. Provides office and administrative support for the District Administrator, staff and District Board Managers as needed to ensure that the office operates efficiently. Performs considerable public outreach work. Duties include various secretarial, administrative, and education functions which require an extensive working knowledge of the District and its programs. This position is a 0.8 FTE, 32 hours per week, with flexible scheduling within the core hours of 8:00-4:30, Monday - Friday.

Some of the key work activities of the Office & Outreach Coordinator position are:

· Performs bookkeeping and financial duties as required in an accurate and timely manner. This includes: tracking office expenditures & revenue, preparing monthly reports and

updates, reconciling bank accounts, human resources and payroll tasks, preparing year-end financials including W-2's & 1099's, coordination of benefit enrollment and records (457 Deferred Comp, MN Healthcare Savings, and Childcare Flex plans).

· Coordinate and execute the District's environmental education activities to meet the District's goals and objectives. This includes coordinating education events for adults and school age children, management of social media accounts, and outreach and communication with local partners (lake associations, local government partners, clubs, etc.)

· Provide general office support in an efficient, effective, and helpful manner.

· Performs other duties as assigned. **A more complete job description may be viewed on the PRWD website: www.prwd.org**

Minimum Qualifications:

BA preferred in administrative support, accounting/bookkeeping, or related field. An Associate of Arts degree and a minimum of three years of relevant office experience will be considered. Experience working in an education or environmental sector is desirable. Proficient in Microsoft office, including setting up spreadsheets and databases, QuickBooks Pro and have a valid Minnesota Driver's License with no major traffic convictions in the past five years.

Skills

· Communications, public relations and presentation skills sufficient to effectively present watershed information to diverse groups of people.

· Computer literacy, including knowledge of Quick Books Online, WordPress, spreadsheets, and word processing.

· Ability to self-start and to work independently without close supervision.

· Ability to handle multiple projects and programs simultaneously.

Why work for the Pelican River Watershed District? Joining the District means becoming a part of a small team committed to protecting and restoring the environment. A career in public service allows you to help solve some of the most challenging problems facing our environment. We offer a competitive benefits package and have a strong commitment to work/life balance. District employees may be eligible for the following: monthly stipend

towards Medical/Dental/Vision, Public Employees Retirement Association (PERA), Vacation, Sick, and other Leave*, 12 paid holidays per year*, Deferred Compensation Program, MN Healthcare Savings Plan, and Dependent Care FSA *(DCFSA)*.

Selection Process:

Applicants whose education, training and experience that most closely meet the needs of this position may be invited to participate in a selection process to include an oral board interview and a skills assessment. Final selection is contingent upon a background check. The Pelican River Watershed District reserves the right to change this process at any time.

How to Apply

The job application form and the complete job description are available at: **www.prwd.org**.

Complete application submittals include:

1. A **cover letter** outlining your interest and qualifications, and

2. A **resume**, and

3. A completed **PRWD Job Application Form**

Please submit the required documents to the Pelican River Watershed District via email available at prwd.org. For best results, please upload the job application, cover letter, and resume as a Microsoft Word or Adobe PDF document.

This position will remain open until filled. The initial interviews will begin immediately. In order to be considered for the initial interview, please submit all required documents on or before December 15, 2026. When the position has been filled, it will no longer appear on our Pelican River Watershed District website. If you experience any technical difficulties when applying, please contact us using the information listed at prwd.org.

The Pelican River Watershed District is an Affirmative Action/Equal Opportunity Employer.