

Huron County Soil and Water Conservation District has a full-time job opening for an Administrative Assistant to start in January. Benefits include Health Insurance, Medicare, Ohio PERS, Vacation, sick leave and will pay a starting wage of \$17-\$20 based on experience (The Board holds the right to review the starting wage scale based on the applicants experience). Please see the job description for all requirements and responsibilities posted on [huronswcd.com](http://huronswcd.com). Applications or resumes are due December 8<sup>th</sup> 2025 and can be emailed to [chad.stang@oh.nacdnet.net](mailto:chad.stang@oh.nacdnet.net) or mailed to 8 Fair Road Norwalk, Ohio 44857. Please contact our office at 419-668-4113 Ext 3 or email Chad with any questions.