



Pima Natural Resource Conservation District  
NRCS Plant Materials Center  
3241 N. Romero Road  
Tucson, AZ 85705



The Pima NRCD is seeking a clerical services contractor. Starting compensation \$15.00 per hour with compensation and performance review after first six months. This is a part time position with flexible hours and will require a commitment of approximately 20 hours per month.

Applicant must have strong social skills and be honest, exercise courteous professional behavior, dress appropriately for public meetings, be highly organized, prompt and efficient; and have prior bookkeeping experience.

Ideal candidate will have an agricultural background in farming or ranching and /or previous direct involvement with NRCDs, and reside within eastern Pima County.

Duties include but are not limited to preparing, distributing and posting meeting agendas, meeting minutes and other communications; checking mail; keeping regular office hours twice monthly at 3241 N Romero Road, Tucson; setting up meeting rooms and equipment; maintaining organized paper and electronic records archives and general office neatness, facilitating compliance with Arizona and federal laws; timely filing of simple IRS returns (1099-MISC and e990); timely preparing annual reports and budget requests; selling plant identification guides; maintaining current contact lists; maintaining website; light bookkeeping; setting up and administratively managing educational workshops. Position may also include preparation and distribution of a quarterly newsletter.

If interested, please email a resume and letter of recommendation to [PNRCDchair@tutanota.com](mailto:PNRCDchair@tutanota.com)