

Secretary (Full-Time Position)
Lower Niobrara Natural Resources District (LNNRD)
Butte, Nebraska

The Lower Niobrara Natural Resources District is seeking a reliable, detail-oriented individual to serve as Secretary for the District. This position supports daily office operations, board coordination, and administrative functions.

Primary Responsibilities:

- Prepare and maintain meeting minutes, records, and official correspondence
- Answer phones and assist the public with questions and requests
- Perform basic accounting tasks, including data entry, billing support, and recordkeeping
- Manage filing systems (digital and physical)
- Assist with reports, mailings, and general office operations
- Support staff with projects and communications as needed
- Public relation duties including but not limited to social media, press releases, and website management.

Qualifications:

- Strong organizational and communication skills
- Experience with Microsoft Office (Word, Excel, Outlook)
- Basic accounting knowledge
- Ability to manage website updates or willingness to learn
- Attention to detail and ability to handle multiple tasks
- Ability to work independently and as part of a team

Position Details:

- Full-time position
- Hourly wage, based on experience
- Benefits package available

How to Apply:

Please submit a resume and references to:

Lower Niobrara NRD

P.O. Box 350, Butte, NE 68722

Or email: lnnrd@lnnrd.org

Position open until filled.