



Scott River Watershed Council Administrative Job Description and Duty Statement

Scott River Watershed Council is looking for a motivated, passionate team member to help with administrative duties, data analysis, report and grant writing. This position is an integral part of the important work happening in the Scott River watershed.

Hourly Pay Rate Range: \$25.00 - \$30.00 - Depending on experience at the time of hire. Hourly rate will be evaluated and subject to increase over time based on performance. An average of 30 hours of a week is expected. Position is grant funded.

Overall:

- Positive, Friendly Attitude.
- Committed to community-based solutions for resource issues.
- Views job as exciting growth opportunity
- Desire to help SRWC grow
- Sufficient availability to work irregular hours including evenings and weekends as necessary
- Finds complex, multi-factorial job demands exciting and interesting

General Office:

- Attend board meetings and take notes for review and revision by ED and Board Chair.
- Prepare agendas for board meetings. Prepare reports and gather associated necessary background information, as necessary or directed by the Chair.
- Do follow up tasks as assigned at board and administrative meetings.
- Attend other meetings/workgroups, do assigned tasks, as requested by ED/Chair, as time allows.
- Greet and assist prospective community and agency members in a positive manner, as they interface with SRWC by phone, email and/or at community events.
- Be knowledgeable about SRWC projects and community efforts. Respond to community and agency inquiries in a timely manner or redirect to the appropriate manager.
- Keep central tracking system of important dates (grant reporting, grant application etc.), and act as reminder to appropriate staff/board member
- Assist with data entry for grants under direction of grant managers.
- Maintain email and other contact lists
- Always work in close communication with project managers, ED, and Board Chair.
- Keep all files, both paper and online, orderly
- Keep up appearance of office - general cleaning, trash, vacuum, etc.
- Confirm meeting date, times and locations with any establishments other than the SRWC office
- Maintain volunteer logs

Grants:

- Assist in grant creation at direction of Project Managers, ED, and Board Chair
- Assist project managers keep important grant reporting deadlines, including working with project teams to write grant reports
- Coordinate between bookkeeper and project managers to ensure that grant reports have accurate financial statements as required
- Never hesitate to speak up to ensure grant requirement compliance

Financial:

- Work in close conjunction with the bookkeeper to ensure that all invoices are correctly apportioned to correct funding sources
- Work in close conjunction with the bookkeeper to ensure all invoices are paid in a timely manner.
- Work in close conjunction with bookkeeper to assist in preparing reports for existing grants and budgets for grant applications
- Maintain SRWC's SAM, ASAP, Grant Solution and other grant portal accounts

Organization of SRWC:

- Assist Ed, Board Chair and bookkeeper in developing policies and procedures.
 - Safety Manual
 - Employee Manual
 - Procurement Manual
 - SRWC By-Laws
 - Other organizational development tasks as identified

Qualifications and Skills:

1. Handle private, privileged and/or sensitive information with absolute confidentiality
2. Be passionate and committed to natural resource restoration in the Scott River Watershed
3. Enjoy working with diverse community members and maintain positive and cordial relationships
4. Polite and friendly personality
5. Handle pressure well and still be able to have fun with a smile on your face for co-workers and client even under stressful circumstances
6. Ability to accurately and calmly handle multiple priorities with interruptions
7. Strong phone and email skills
8. Ability to work independently and working within a team environment
9. High level of organizational and time-management skills
10. Assist with schedules and calendaring -- daily confirmation of appointments
11. Able to initiate tasks, seek input as necessary, and complete tasks in a timely manner without daily direct supervision
12. Computer proficient in Microsoft programs and Google Drive
13. Accurate with data entry
14. Able to manage and upgrade website
15. Comfortable developing and maintaining social media presence
16. Maintain a professional image, compatible with Scott Valley norms
17. Be punctual and ready to perform task at hand
18. Ability to sit for extended periods of time
19. Provide service acting as a liaison between staff, board, community and agencies.

A letter of interest, resume and references can be sent to charnna@scottriver.org. Position will remain open until filled.