



Consultant Position Announcement Administrative Assistant

Closing Date 9/9/24 or until position is filled.

Idaho Washington Aquifer Collaborative

www.iwac.us info@iwac.us

P.O. Box 1822

Post Falls, ID 83877

Suzanne Scheidt - President
Bijay Adams - Vice President

Rob Lindsay - Secretary
Ron Wilson – Treasurer

Dan Kegley – President
Emeritus

The Idaho Washington Aquifer collaborative (IWAC) is non-profit organization of water providers in Kootenai County Idaho and Spokane County Washington who are working to maintain and enhance water quality and quantity for present and future generations by developing management strategies which benefit the Spokane Valley Rathdrum Prairie Aquifer and the Spokane River watersheds. Visit www.iwac.us for more information on our organization.

Professional Qualities: Excellent communicator who is willing to ask questions and learn. Interest in protecting the environment specifically the Spokane Valley Rathdrum Prairie Aquifer in Idaho and Washington. Enjoys interacting with people. Self-starter needing minimal direction. Time and materials management skills. Note taking and preparation of minutes, budget, and monthly financials.

Start Date: 9/15/24

Training Dates: 9/15/24 – 12/15/24

Compensation

\$ 35.00 / hour. Not to exceed 10 hours per month without approval. This is a 1099 professional services contract. Compensation will include paid time to shadow and train with the current Administrative Assistant.

Expense Reimbursement

Expenses incurred on behalf of IWAC may be reimbursed, including, but not limited to copies, postage, phone, website, and mileage. Approved reimbursements will be paid upon receipt of original receipts. Mileage will be paid at the current government rate. Mileage and reimbursements are paid in addition to the hourly rate. Monthly payment will be based on Consultant's invoices. Monthly invoices must be supported by a detailed explanation of tasks performed and completed.

Consultant is responsible for their own health, auto, and liability insurance and retirement savings.

Administrative Assistant Tasks:

Monthly Management Tasks:

- Communicate regularly with IWAC officers and members, project consultants, grant officers, community event organizers, and respond to questions from community members.
- Prepare and distribute documents for monthly IWAC meetings. Meetings are held on the 2nd Tuesday of each month at 1:30 pm.
- Take notes, prepare minutes, and send to members for review
- Collect invoices and organize monthly financials for IWAC Treasurer.
- Post monthly meeting agendas and minutes on the website. Work with web designer for needed updates and maintenance.

Annual Management Tasks:

- Draft annual budget for review, editing, and approval by IWAC members.

Experience in Program/Project Management:

- Maintain and manage schedules for projects from beginning to completion.
- Design processes to accomplish objectives and goals.
- Provide guidance and support to contracted project consultants.
- Partner with regional organizations to meet common goals.

Email the application to IWAC President Suzanne Scheidt at suzannes@nkwsd.com.

Questions?

Contact Tonilee Hanson, IWAC Administrative Assistant 509-847-4337, iwacinfo4@gmail.com

Special Projects Management Tasks

- Media campaigns. Work with IWAC members to determine content for media campaigns, manage graphic designers to create digital and video ads and media companies to implement campaigns.
- Explore ideas to engage citizens in conserving water and protecting the aquifer.
- Support grant writing and implementation.
- Follow-up with contractors to ensure projects are completed within budget and on schedule.
- Provide analysis, propose changes, and ensure high-quality experiences are delivered.
- Manage the printing and publication of aquifer protection materials.

IWAC Administrative Assistant Application
Email to IWAC President Suzanne Scheidt at suzannes@nkwsd.com

Personal Information

- Name:
- Address:
- City:
- State:
- Zip Code:
- Phone Number:
- Email address:

Educational and/or Experiential Background:

Consulting Experiences

Personal or Professional References

Name and Relationship

- Phone Number:
- Address:
- City:
- State:
- Zip Code:

Please add anything else you would like IWAC to know about your qualifications, interests or unique skills, abilities, and talents you bring to your consulting services.

Please check the boxes below to confirm that you understand this is not an employee position. IWAC understands that you will have other clients.

- I understand that this is not an employee position.
- I have my own office space, telephone, and internet connection.
- I have my own insurance.

Signature:

Date:

