



Job Description Administrator Whippany River Watershed Action Committee

January 2018

The role of the Administrator is to assist the Executive Committee and Facilitator in fulfilling the mission of the Whippany River Watershed Action Committee. The position is a contractual consultative relationship with the non-profit.

Responsible to: Executive Committee and Facilitator

Average Work Month: 15-20 hours (heavy Mar-Apr and Sept-Oct, light June-mid-Aug)

Responsibilities:

Publications

- Arrange for printing of Annual Report
- Posters of events, grants
- Annual update of timeline poster for WRWAC
- Flyers for special events, meetings, grants
- Invitations for workshops, special events
- Prepare handouts and registration packets for special events and grants
- Print, update, reprint, and distribute in-house and outside publications

Communication

- Check website and forward to appropriate party at least twice weekly and daily during event registration
- Answer and relay phone messages
- Create, print and copy, assemble and mail communications for meetings and events
- Check PO box at least weekly
- Send content, including photos, to website
- Maintain files and labels for members, volunteers, government officials
- Write thank you letters
- Establish and update calendar of events and distribute to members
- Publish public notice of Management Group meetings

Photobank

- Acquire photos for use in publications, displays, posting on website and for media distribution
- Assign photographers, receive photos, maintain and update photo file, print photos for displays and binder, send to website

Signage

- Design, order and pick-up banners
- Design and post directional signs at events

Meetings

- Issue email and mailings for EC and AC meetings
- Attend and take minutes at EC and AC meetings
- Order and bring refreshments and set up meetings
- Participate in preparatory meetings for special events (e.g., Anniversary celebration)

Dues and Membership

- Update and distribute member list
- Write, issue and follow-up on annual dues and membership notices
- Track government officials (names, addresses, email, phone) at state, county and local levels as well as commissions

Outreach

- Maintain volunteer file and labels
- Contact volunteers for pertinent events
- Coordinate volunteers
- Thank volunteers
- Organize, register, set-up and (usually) attend events planned by Outreach, including cleanup and street fairs.

Organization

- Store and maintain files and office equipment for WRWAC
- Store and transport materials to meetings and Outreach events
- Maintain binders with news articles, photos/maps, meetings

Qualifications:

- Must have writing and editing skills
- Must have verbal communication skills
- Must be able to handle simultaneous projects and meet deadlines with proficiency
- Must be proficient with Outlook and Office software, including desktop publishing
- Must be proficient in Photoshop software (e.g., Photoshop Elements) or similar
- Must be proficient in use of office equipment such as copiers, laminator, fax, printers, computer
- Required office equipment/supplies: storage space, file cabinets, storage/carry boxes, computer, fax, scanner, color printer, paper cutter, above-mentioned software. Copying can be done at Staples or similar location if candidate does not have a suitable printer.

Compensation

The position is that of an Independent Contractor, not an employee. Compensation is based on an hourly rate to be negotiated based on experience. Payment is monthly after approval of a detailed time sheet by the Executive Committee.

How to Apply

Please email a letter of interest and resume to the Whippany River Watershed Action Committee at Facilitator@wrwac.org. If have any questions, please email (Facilitator@wrwac.org) or call (908.514.8002) Sergio Capozzi, WRWAC Facilitator.