



Contract Position: Short-Term Project Administration

The Wood-Pawcatuck Wild and Scenic Rivers Program

The Wood-Pawcatuck Wild and Scenic Rivers Program (W&S) seeks applicants for a short-term (~4 months with the possibility of an extension) contract to assist in the administration of the program. The contractor will work remotely and be required to attend regular meetings at the Wood-Pawcatuck Watershed Association's campus in Hope Valley. Details of the W&S program can be found at <https://wpwildrivers.org/>

Tasks Will Include:

- Budget management, invoicing, bill payment, and account reporting to the officers and Stewardship Council each month.
- Manage W&S communications (web site, constant contact emails, Zoom meetings, written documents).
- Act as a liaison with W&S standing committees.
- Coordinate and facilitate monthly meetings of the Stewardship Council, including setting agendas and preparing meeting materials.
- Act as a liaison between the Stewardship Council and other organizations and agencies (e.g., National Park Service and Wood-Pawcatuck Watershed Association).
- Administer the W&S small grants program as needed.
- Other duties as assigned.

Required Qualifications:

- Undergraduate degree.
- Excellent communication skills.
- Three years experience in project management, or master's degree in a field relevant to the position (for example, environmental sciences, engineering, communication, business and finance, or public administration).
- Three years experience in budget management, or a master's degree in a field relevant to the position.
- Excellent skills in using Microsoft Office software (Word, Excel, PowerPoint).
- Valid driver's license and ability to travel throughout the Wood-Pawcatuck watershed.

Preferred Qualifications:

- Academic degree (undergraduate, graduate) in a field relevant to the position; for example, environmental sciences, engineering, communication, business and finance, or public administration.
- Experience using WordPress web site platform.
- Experience using Constant Contact email system.
- Knowledge of conservation and environmental management issues in the Wood-Pawcatuck watershed.

Deliverables:

The contractor shall:

- Provide a weekly report of work accomplished and work planned for the next month.
- Meet biweekly with the officers of W&S to review work progress.
- Help plan and participate in monthly Stewardship Council meetings and workshops.
- Submit a monthly invoice for work accomplished.

Term:

This is a four-month contract with a possibility of extension. Billing rate is negotiable depending on qualifications and experience.

To Apply:

Please send via email and PDF attachments: (1) a cover letter stating your qualifications for the position, (2) a current resume, (3) a quote for the outlined tasks for a 4-month period (or a proposed hourly billing rate), and (4) contact information for three references. We will begin reviewing proposals on April 3, 2023.

The selected contractor must be able to provide a Completed W9, Certificate of Insurance for General Liability, Certificate of Workers Comp insurance or a waiver.

Please email your application materials or any questions to: antoniabryson@gmail.com