

Job Title: Part-Time Coordinator (Contractor)

Organization: Sulphur Springs Water Alliance (SSWA)

Hours: Approximately 8 hours per week

Rate of Pay: \$25/hr

Job Summary: The Sulphur Springs Water Alliance is seeking a dedicated Part-Time Coordinator for a contract-based position to assist in advancing our mission of water management and conservation in the Sulphur Springs Valley. This role is ideal for a proactive individual passionate about natural resource stewardship and community engagement.

Initial Responsibilities:

1. **Administrative Support:** Manage correspondence, prepare meeting agendas and minutes, and maintain organized records of SSWA activities.
2. **Communication:** Effectively communicate with SSWA members, partners, and the public. Manage digital communication platforms and ensure timely updates on SSWA activities.
3. **Reporting:** Prepare and present regular reports on project progress and challenges to the SSWA leadership.
4. **Grant Research:** Find and share grant opportunities relevant to SSWA's mission.

Future Responsibilities (with expanded hours):

1. **Project Coordination:** Assist in planning, implementing, and monitoring SSWA projects. Ensure tasks are completed within timelines and objectives are met.
2. **Community Engagement:** Act as a liaison between SSWA and community stakeholders. Attend and coordinate meetings, workshops, and events to foster community involvement and awareness.
3. **Resource Management:** Assist in managing resources and logistics for SSWA initiatives, including coordination with volunteers and partners.
4. **Grant Writing:** Assist SSWA members with grant applications and management.

Qualifications:

- Ability to work with a socially diverse group of stakeholders (very important).
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Knowledge of environmental conservation, water management, or related fields.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in office software (e.g., Microsoft Office) and digital communication tools.
- Able to work remotely with your own equipment (computer).

Application Process:

Interested candidates should submit a resume and cover letter detailing their interest and qualifications for the position to cjsawyer@gmail.com and willcoxsansimonncd@vtc.net. Applications will be reviewed on a rolling basis until the position is filled.