

Timber Wolf Information Network

Contract Position Description: Part Time Administrative Assistant/Volunteer Coordinator

Background: Timber Wolf Information Network (TWIN) is a small non-profit organization designed to increase public awareness and acceptance of the wolf in its native habitat, and its ecological role in the environment. Its operating base is in central Wisconsin. Board members are volunteers and receive no financial benefit.

This is contract position reporting directly to the Board Chairperson, with the purpose of assisting with on-going organizational actions including administrative tasks, communication and coordination within its corps of volunteers.

Duties and Responsibilities:

1. Attend board meetings – and act as a liaison between Board of Directors, committees, and volunteers. Maintain database of TWIN documents (meeting minutes, agendas, contracts, etc.) on TWIN-supplied laptop.
2. Communicate effectively with Board members and volunteers, and with workshop partners to facilitate the educational mission and positive image of TWIN. Monitor TWIN's social media accounts and provide input for content and updates.
3. Provide workshop and event coordination:
 - a. Attend selected events to gain familiarity with content and to assist as needed.
 - b. Assist in managing annual contracts and facility fees for TWIN Wolf Ecology Workshops, TWIN Trackathon, and other planned events.
 - c. Coordinate all logistics such as number of volunteers required for specific events, estimated costs, meal planning, lodging requirements, bus contracts, and catering arrangements.
 - d. Purchase and deliver groceries for meals and snacks for selected events.
 - e. Assist with workshop set up and cleanup when required, and preparation of snacks, breakfasts, other meals at selected events.
 - f. Be cost conscious to reduce waste and unnecessary expenditures.
 - g. Track attendance at each workshop, manage the workshop evaluation survey, and follow up with potential new TWIN members.
 - h. Track workshop income, including book and apparel sales, and provide totals to Treasurer. Assist the Treasurer in preparing invoices or payments for each workshop or other selected event.
 - i. Assist with preparation of any handouts for workshops, and assist with distribution of TWIN promotional materials.
4. Organize Membership
 - a. Track and report membership count at Board meetings. Maintain count and database of Member/Volunteers contact information and their skills/interests to share with Board of Directors and appropriate committees.
 - b. Identify issues such as unpaid dues and follow-up with members to resolve.
 - c. Assist with volunteer orientation and activities that support team building.

- d. Publicize and recruit for members/volunteers.
- e. Solicit and match volunteer skills to TWIN's projects, such as:
 - i. Workshop assistance
 - ii. Wolf Tracking
 - iii. Webpage
 - iv. Educational Material Development
 - v. Future Instructors
 - vi. Board-directed projects
- f. Assist Board with development and implementation of volunteer rewards and recognition.
- g. Ensure that volunteers have what they need for an efficient and fun experience.
- h. Develop and recommend strategies for recruitment of new members.
- 5. Monitor the TWIN Webpage.
 - a. Check TWIN email frequently, provide answers to general questions, and route technical questions to appropriate members.
 - b. Check webpage daily to ensure it continues to function properly, reporting problems to the Chairperson and webmaster.
 - c. Work with webmaster to provide regular updates and changes to the TWIN webpage, as provided by the Board of Directors or committees.
- 6. Monitor PayPal income and provide monthly report to the Treasurer.
- 7. Provide off-season storage of TWIN book and apparel inventory and education materials as needed. (Storage bins provided by TWIN)
- 8. Work with Board of Directors, committees, and external partners to develop pamphlets, leaflets, and other educational materials.
- 9. Research vendors, as needed for TWIN events, supplies, and equipment.
- 10. Summarize activities as part of monthly invoice presented to the Treasurer; copy to Chairperson.
- 11. Coordinate with the Chairperson in establishing meeting venues and agendas; distribute meeting minutes (prepared by Secretary) to membership email list.

Supervision:

Contractor will report to the Board of Directors in this order:

- 1. Chairperson
- 2. Secretary
- 3. Treasurer

Qualifications:

- 1. A strong interest in wolf conservation and education
- 2. Ability to partner effectively with a broad array of individuals and organizations in pursuing TWIN's mission
- 3. Previous volunteer, fundraising, or grant-writing experience desirable
- 4. Skill in organizing and coordinating projects, including management of volunteers and tracking of critical tasks

5. Effective oral and written communication skills; accurate in spelling, grammar, and syntax; accurate in general record-keeping
6. Experience in common MicroSoft applications (Outlook, Word, Excel, PowerPoint, OneDrive). Experience with Google applications such as Docs, Drive, and Hangout desirable; Skype and GotoMeeting experience helpful
7. Website (WordPress) experience desirable, as is creative ability in digital or written media
8. Ability to plan meals, purchase groceries, and work with volunteers to assure safe food preparation and handling
9. Ability to work independently within established guidelines

Working Conditions:

1. This is a contract position based upon an estimated 200 hours per year, payments not based on an hourly rate. Hours will vary with January and February generally busiest.
2. Annual compensation is \$2400. Contractor is responsible for submission of a monthly invoice. No benefits are provided.
3. Contractor will provide and be responsible for own private office/workspace. It is preferable that individual reside within the Central Wisconsin region.
4. Contractor will need to store and transport a small inventory of organizational materials, such as bins with teaching aids, books, pamphlets, etc.
5. TWIN is not responsible for personal liability.
6. Option to continue or terminate contract at any time is at the will of the Board of Directors.
7. Irregular and flexible hours will include evenings and weekends as appropriate, especially in the late fall/winter months.
8. Some travel is anticipated, including the winter months. Contractor must have own transportation and a valid unrestricted driver's license.
9. TWIN will provide a laptop computer for official business use, which remains the property of TWIN to be returned when the contract terminates.
10. Contractor must have Internet access.
11. Contractor receives no reimbursement for travel to Board meetings or TWIN workshops.
12. Contractor will be reimbursed for incidental expenses, such as postage and computer supplies.
13. Board Meetings are held generally 3-4 times per year in a central Wisconsin location.
14. Incumbent will not present a conflict of interest. Full disclosure of any relationship to Board of Directors members is required. Affected Board member(s) will be recused from decisions involving evaluation, assessment and terms of contract of any relative.

Remuneration/ Contract Payments:

Monthly remuneration payments will be provided upon submitted invoice with a summary of the month's activities. Separate payments for incidental expenses paid based upon bylaws and with provision of receipts as appropriate. Rate of payment established as follows:

\$ 200.00 per month

Send RESUME outlining your qualifications and complete and sign application (p.p. 4 and 5 below) to:

**TWIN
PO Box 192
Plover WI 54467**

Application for Employment - TWIN Admin Asst./Vol. Coordinator

Name: _____

Address: _____ **City:** _____ **State:** _____

Phone Number: _(_____)_____ **Cell:** (_____)_____

E-mail: _____ **Social Security Number:** _____

Please answer Yes or No to the following questions.

Age 18 or over? _____ **Have available and reliable transportation?** _____

Hold valid and unrestricted Driver's License? _____

Have an office or workspace available? _____

Have computer and Internet access? _____

Are you related to any TWIN Board Member? _____ **Name:** _____

Do you support the mission of TWIN? _____

Have you ever been discharged from an employment situation? _____

Provide details for Yes (date/company/reason):

Please provide three references (identify if they are personal or job related):

Name: _____ **Years Known:** _____ **Relationship:** _____

Address: _____ **City:** _____ **State:** _____

Daytime phone: _____ **Evening phone:** _____

Name: _____ **Years Known:** _____ **Relationship:** _____

Address: _____ **City:** _____ **State:** _____

Daytime phone: _____ **Evening phone:** _____

Name: _____ **Years Known:** _____ **Relationship:** _____

Address: _____ **City:** _____ **State:** _____

Daytime phone: _____ **Evening phone:** _____

I understand that I am applying for a part time salaried contract position that can be terminated at any time for any reason, with or without cause.

I understand that if I am hired for this position that I am not to directly or indirectly disclose any confidential information about members or volunteers of TWIN, without permission, which is not typically available to the general public.

I authorize TWIN to make any investigation of my educational or professional history deemed necessary for an employment decision.

I authorize TWIN to check the employment references provided and authorize the references to release this information to TWIN.

I understand that a background investigation (i.e., credit, criminal, etc.) may be undertaken.

I acknowledge that the information provided is factual and understand that any false or misleading representation may result in termination. I will hold TWIN harmless from any claims, including but not limited to, personal injury or illness as a result of my providing false or misleading information on this application.

Signature of Applicant

Date