



**Position Title:** Communications and Administrative Assistant  
**Position Status:** Part-time, contracted 40 – 50 hours per month  
**Contract Rate:** Hourly rate \$42 - \$48/hour, plus approved expenses, no benefits  
**Location:** Hybrid - Primarily remote with required attendance at some meetings and events in the BCWMC (primarily Golden Valley and Plymouth, MN)  
**Reports To:** Administrator

### **POSITION DESCRIPTION**

The Communications and Administrative Assistant will help to expand the communications and community engagement activities of the BCWMC and will provide administrative and operational support for the administrator and board of commissioners. The candidate must be self-motivated with a demonstrated ability to work independently and complete most tasks without supervision. This is not an employee of the BCWMC, but rather an independent contracted individual or an individual within a firm. Team-based contracting/consulting will not be considered. No benefits are available. Direct expenses may be reimbursed.

The duties listed below are intended only as illustrations of the various types of work that may be performed by the candidate. Additional communication/engagement or administrative related tasks may be assigned by the administrator or board of commissioners. The amount of work and tasks over the course of a month is expected to vary with some weeks requiring more than 10 - 12 hours and other weeks requiring considerably less. A flexible schedule is preferred.

### **Examples of Communication & Engagement Tasks**

- Compose written communications; edit technical reports and assist with report layout including for ADA accessibility compliance
- Assist with social media including establishing accounts and creation of content
- Write and distribute regular press releases on BCWMC projects and programs; keep “news” section of website updated
- Maintain website to ensure it reflects current information and project updates
- Track education and outreach events and attendance levels
- Participate in West Metro Water Alliance steering committee meetings
- Assist with developing consistent communication and outreach with residents in environmental justice areas or vulnerable communities
- Assist with advancing goals to incorporate Native American language and knowledge in materials, projects, and programs
- Draft/redesign BCWMC annual activity report
- Organize watershed tour every other year
- Assist commissioners with registration and logistics for Minnesota Watershed meetings and

events, and other training or events, as needed

- Assist with education events including tabling; education materials management/stocking and delivering; volunteer coordination
- Manage the Community Assisted Monitoring Program (CAMP) including coordination of volunteers; picking up samples; maintaining equipment boxes
- Participate in Education Committee meetings and assist with carrying out committee recommendations/programs

### **Examples of Administrative Tasks**

- Monthly meeting attendance and preparation: print, post, and mail meeting materials; draft meeting minutes; arrange for catering (BCWMC monthly meeting attendance expected online or in person)
- Update monthly spreadsheet to track invoices and gather W9s, as needed
- Arrange meetings for committees, partner updates, etc. and secure meeting space; update online calendar and public meeting notice
- Maintain commission rosters
- Assist with electronic and paper file management, records retention, and development of electronic file management system
- Track and file contracts
- Evaluate, develop, and implement changes in administrative procedures to improve efficiency
- Assist with external grant tracking and grant management
- Assist with development and implementation of new program for tracking and communicating about capital improvement program (CIP) projects and evaluation of past projects

### **Additional Functions**

- Participate as a member of the BCWMC team by contributing ideas and helping where needed with projects and programs
- Effectively represent the BCWMC to other local units of government, member cities, partner organizations, and the public
- Other duties, as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Education: Must possess an associate's degree. A bachelor's degree is preferred.

Experience:

- 1+ years of working in communication/education role
- Demonstrated experience using word processing and spreadsheet software
- Experience working with the public or non-profit entity

#### Preferred Qualifications:

- Good writing skills to produce effective and readable non-technical reports, documents, and correspondence
- Good oral and interpersonal communication skills
- Strong organizational skills with attention to accuracy and detail
- Willingness to learn new technology and processes and recommend enhancements

#### Expectations:

- Promptly responds to email and phone calls and develops positive working relationships with internal and external audiences
- Ability to communicate accurately and effectively in-person, via telephone, and email
- Ability to establish priorities, balance diverse work and implement projects successfully
- Ability to work successfully with considerable independence (self-motivated) with good time management skills
- Effectively listens, speaks, and interacts tactfully in a work group and with the public
- Occasional weekend and evening work required

#### **PHYSICAL REQUIREMENTS**

The physical demands described are representative of those that must be met to perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This work occasionally requires moving and carrying equipment up to 50 pounds. Performing the duties of this job requires the use of a computer, telephone, copy machine, and other office technology.

#### **SUPERVISORY RESPONSIBILITY**

None, unless otherwise assigned.

#### **TO APPLY**

Position is open until filled.

Send the following to BCWMC Administrator Laura Jester at [laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com):

- Cover letter outlining interest, general availability, compensation/hourly rate, potential conflicts or limitations
- Resume
- References
- Example(s) of communication pieces (optional)

Direct questions to BCWMC Administrator Laura Jester at [laura.jester@keystonewaters.com](mailto:laura.jester@keystonewaters.com) or 952-270-1990