

## **Assistant Executive Director**

The Bay Area Clean Water Agencies (BACWA) is seeking a part-time Assistant Executive Director to provide professional services to the Executive Director in support of the agency and its programs.

BACWA, a joint powers agency, is comprised of agencies that provide sanitary sewer services to the more than seven million people living in the nine counties of the San Francisco Bay. It was founded, and continues, to assist agencies in carrying out mutually beneficial projects, and to facilitate the development of scientific, economic, and other information about the San Francisco Bay environment and the agencies that work to protect it and public health.

The Assistant Executive Director position will function as an independent contractor/consultant working remotely and attending up to 3-4 meetings per months in the San Francisco/Oakland Bay Area. Core areas of responsibility include financial management, meeting support, document management, and communication and website management.

Duties under this contract will include but are not limited to:

- Ensuring proper and timely processing of contracts, invoices, dues, and payments
- Review and reconcile the monthly Treasurer's report
- Assist with annual budget development and management
- Coordinate and attend meetings, prepare agenda and meeting packets, and prepare and distribute meeting minutes
- Manage retention, organization, maintenance and storage of electronic and paper files
- Manage the delivery of documents and information to members; maintain contact and distribution lists
- Create, maintain, and revise website content; manage website user authorization
- Respond to inquiries from the general public and BACWA members
- Assist with other tasks and projects as assigned

The Ideal contractor will:

- possess significant experience providing support to high level executives;
- be capable of working independently under general guidelines;
- possess exceptional organizational skills;
- possess exceptional verbal and written communication skills;
- be punctual and able to effectively manage and meet multiple deadlines;
- possess exemplary customer service skills; and
- have advanced computer skills and knowledge of various software programs including Microsoft office, Adobe Acrobat, and WordPress, as well as the ability to quickly learn to use new applications, as requested.

The duration of the contract for this position will be one year with approximately 1500 authorized work hours. While each contract term is limited to one year, the contract may be

renewed on a yearly basis. Preference is for a contractor interested in assuming this position on a longer-term basis. Compensation will be on an hourly basis at an attractive rate. Invoices to be submitted monthly.

To be considered for this opportunity, please propose as an individual or firm by submitting a cover letter and resume to [tmanor@centralsan.org](mailto:tmanor@centralsan.org). Deadline to apply is July 19, 2019.  
<https://bacwa.org>