

Job Title: Part-Time Coordinator (Contractor)

Organization: La Paz Water Alliance

Hours: Approximately 8 hours per week

Rate of Pay: up to \$12,000 [approx \$25/hour at 8-10 hours per week]

Location: Remote, with the possibility of in-state travel

Job Summary: The La Paz Water Alliance is seeking a dedicated Part-Time Coordinator for a contract-based (1099) position to assist in advancing our mission of water management and conservation in the county. 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 the organization's activities.
2. Communication: Effectively communicate with organization members, partners, and the public. Manage digital communication platforms and ensure timely updates on the organization's activities.
3. Reporting: Prepare and present regular reports on project progress and challenges to the organization's leadership.
4. Grant Research: Find and share grant opportunities relevant to the organization's goals and objectives.

Future Responsibilities (with expanded hours):

1. Project Coordination: Assist in planning, implementing, and monitoring projects. Ensure tasks are completed within timelines and objectives are met.
2. Community Engagement: Act as a liaison between the organization 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 the organization's initiatives, including coordination with volunteers and partners.
4. Grant Writing: Assist members with grant applications and management.

Note: travel expenses may be reimbursed.

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).
- Preference for individuals located in La Paz County.

Application Process:

Interested candidates should submit a resume and cover letter detailing their interest and qualifications for the position to Cory Madoneczky at director@lapazedc.org and Susan Craig at Susan.Craig@asu.edu by October 17 with the subject line Application: La Paz Water Alliance Part-Time Coordinator. Applications will be reviewed on a rolling basis until the position is filled.