

Smelter City Recreation Complex (SCRC)

Part-time Project Manager Job Description January 12, 2019

The part-time (10h/week) project manager is a position reporting to the executive director of SCRC. Hiring and dismissal for this position are at the discretion of the SCRC Board and depend upon the availability of funding. The pay rate for this position is \$15 per hour. As funding increases, available work hours will also increase and potentially lead to a full-time position. The individual in this position will play a critical role in managing the day-to-day effectiveness of SCRC operations, fund-raising, and communications. Another integral component of this position is the oversight of SCRC's future youth committee and its existing fundraising committee. Overall, the individual will play a collaborative role in (1) carrying out activities that increase the effectiveness and efficiency of our organization and (2) supporting our ability to meet our current and long-term goals.

This position is an outstanding opportunity for a motivated and detail-oriented individual who wants to make a substantial impact while gaining a broad set of experiences relevant to nonprofit management.

RESPONSIBILITIES

The responsibilities of this position are to be carried out under the direction of the executive director and others (as noted). Duties fall within the task areas described below and will be prioritized based on funding availability.

Administrative

- Serve as the first point of contact at SCRC, via managing phone line, mail (snail mail), and organizational email account. Coordinate and pass on messages to appropriate board members. Carry out all mailing and post-related tasks.
- Identify and obtain necessary office, event, and project supplies.
- Maintain SCRC's shared e-mail-based organizational calendar, and be responsible for distributing digital board invites, reminders, and polls.
- Other administrative duties as assigned.

Compliance

- Coordinate, organize, and maintain organizational data, including contact database, email lists, donor information, etc.
- Maintain impeccable files (hard copies and digital).
- Assist in the preparation and submission of compliance-related reports, as requested.

Communications

In consultation with others, such as board members, consultants, and the executive director:

- Coordinate the completion of SCRC communication tasks to be determined (e.g., monthly articles, newsletter, and other communications).
- Coordinate ongoing web-based tasks (website and Facebook).
- Create posts and regularly update SCRC's Facebook site.
- Prepare event mailers, fliers, and images for web and Facebook posting.

Financial

- Carry out budget-related tasks (e.g., documentation of expenditures and maintenance of budget spreadsheet) under the direction of the SCRC treasurer.
- Coordinate day-to-day finance operations, liaising with our outsourced accounting firm; this includes processing deposits, payables, reimbursements, and invoicing.
- Monitor and document SCRC's PayPal account donations and prepare and send thank you cards.
- Maintain and organize copies of all receipts.

Leadership

- Design and lead a youth program which entails creating a youth advisory committee for the SCRC Board, manage youth projects, and conduct assessment and reporting for the youth committee.
- Lead fundraising committee, manage fundraising projects, and conduct assessment and reporting for the fundraising committee.

Required Meeting Attendance

- Internal operations meetings as requested by the executive director.
- SCRC Board Meetings
- SCRC Fundraising Committee Meetings
- SCRC Capital Campaign Meetings
- SCRC Youth Committee Meetings
- Other Board Committee Meetings as requested
- SCRC Events

QUALIFICATIONS

The successful candidate will demonstrate:

- Strong commitment to SCRC mission and values.
- High levels of professional effectiveness, collaboration, and integrity.
- Flexible and adaptive work style and schedule (e.g., required meetings and events take place during the evening and on weekends).
- Excellent verbal and written communication skills.
- Ability to work effectively with various age groups, boards, committees, community leaders, and the public.
- Outstanding organizational skills and attention to detail.
- Skilled in and comfort with all technology and computer applications required for the tasks outlined in the description (e.g., Microsoft Office, planning and organization apps, calendar management, email, ability to post to Facebook, and use of other relevant applications).
- A valid driver's license and access to a vehicle. Willingness to travel to sites of program activity and vendor locations.
- Two or more years of college or equivalent work experience in an administrative- or project-management role, along with demonstrated fundraising experience and experience leading youth activities.

A background check will be conducted on final candidate for the position in compliance with state statutes.

TO APPLY

Please submit a cover letter and resume either by mail or email by **January 31, 2019**.

Mailing address:

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