Southwest Neighborhoods, Inc. Staff Positions, Fiscal Year 2017-2018

Executive Director	FTE 1.0 ONI	**Program Coordinator**	FTE 1.0 ONI	**Technology**	FTE .50 ONI	**Newspaper**	FTE .25 ONI	**Office Specialist**	FTE .75 ONI	**Events Coordinator**	FTE .50 ONI	**Watershed Center Manager**	FTE 1.0 BES	**Watershed Program Specialist**	FTE . 50 WMSWCD
Sylvia Bogert		**John Tappero**		**Sharon Keast**		**Corey Shelton**		**Nancy Biskey**		**Sara Freedman**		**Hilary Hunt**		**Lorena O'Neil**	**Temp**
Responsibilities	% of Time	**Responsibilities**	% of Time	**Responsibilities**	% of Time	**Responsibilities**	% of Time	**Responsibilities**	% of Time	**Responsibilities**	% of Time	**Responsibilities**	% of Time	**Responsibilities**	% of Time
<u>Administration:</u> • Financial Mgmt • Insurance • Grant Compliance • Document Management • Nonprofit compliance • SWNI Board • NAs	30%	<u>SWNI Standing Committee Support:</u> • Meeting prep. • Write minutes & news articles • Articulate public involvement processes • Track Board Motions	40%	<u>Website:</u> • Serve as web administrator • Provide website trainings • Troubleshoot Internet connection problems • Maintain hardware	50%	<u>Newspaper</u> • Work with ED to design/ publish monthly newspaper • Schedule printing and distribution of newspaper	50%	<u>Bookkeeping:</u> • Pay Bills • Enter Payroll • Financial reports • Assist ED with 990 preparation • Monthly/Qtr Invoices • State&CT12	60%	<u>Event Coordination:</u> • Forums • Cleanups • Vol Rec • NNO • NA Movies • Trainings • Grant Projects • Com Police • Trick/Treat	65%	<u>Project Management:</u> • Stormwater Stars management • April Hill Park signage • Jackson SUN Middle School • Terwilliger Creek project	40%	<u>Project Support:</u> • Stormwater Workshops publicity & logistics • Site visits • Grant reports • Track volunteers • Purchase materials	75%
Personnel Management	25%	Committee website	10%	Office Technology: • Troubleshoot Office Networks	50%	Graphic Design Projects as assigned	25%			Logistics • Supplies • Set-up/down	5%	Program Administration & Staff Supervision	25%		
<u>Program Development:</u> • Encourage Community Activism • Orientations • Trainings • Monitor Communications • Event Oversight	30%	<u>Program Support:</u> • City Code • Develop Working Relationship with City staff • Event Assistance • NA support • ONI Guidelines • NA Bylaws	40%			Publicity • SWNI Electronic News • Website • Facebook	25%	<u>General Office Support:</u> • Track Ads • Track NA boards, committees • Database • Office Supplies • Schedule Mtg Rooms	40%	Publicity • Graphic Design • Bulk Mailings • Newspaper • Social Media	20%	<u>Capacity Building and Project Development:</u> • Grant writing • AYCO • Coalitions & partnerships • Mapping requests, site visits	25%	<u>Watershed Outreach:</u> • Constant Contact • Social Media • Event Tabling • Neighbor Inquiries • Tool loans	25%
NA Small Grants	5%	ONI Performance Indicator Reports	10%							Outreach and Engagement	10%	Equity Outreach	10%		
ONI BAC												Watershed Cmte			
Equity & Inclusion Public Safety	10%														