

Southwest Neighborhoods, Inc. Staff Positions, Fiscal Year 2019-2020

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		Erik Horngren		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> <ul style="list-style-type: none"> Financial Mgmt Insurance Grant Compliance Document Management Nonprofit compliance SWNI Board NAs 	30%	<u>SWNI Standing Committee Support:</u> <ul style="list-style-type: none"> Meeting prep. Write minutes & news articles Articulate public involvement processes Track Board Motions 	40%	<u>Website:</u> <ul style="list-style-type: none"> Serve as web administrator Provide website trainings Troubleshoot Internet connection problems Maintain hardware 	50%	<u>Newspaper</u> <ul style="list-style-type: none"> Work with ED to design/publish monthly newspaper Schedule printing and distribution of newspaper 	50%	<u>Bookkeeping:</u> <ul style="list-style-type: none"> Pay Bills Enter Payroll Financial reports Assist ED with 990 preparation Monthly/Qtr Invoices State&CT12 	60%	<u>Event Coordination:</u> <ul style="list-style-type: none"> Forums Cleanups Vol Rec NNO NA Movies Trainings Grant Projects Com Police Trick/Treat 	65%	<u>Project Management:</u> <ul style="list-style-type: none"> Stormwater Stars management Stewardship groups Specific Watershed Projects identified by BES in Scope of Work 	40%	<u>Project Support:</u> <ul style="list-style-type: none"> Stormwater Workshops publicity & logistics Site visits Grant reports Track volunteers Purchase materials 	75%
Personnel Management	25%	Committee website	10%	Office Technology: <ul style="list-style-type: none"> Troubleshoot Office Networks 	50%	Graphic Design Projects as assigned	25%			Logistics <ul style="list-style-type: none"> Supplies Set-up/down 	5%	Program Administration & Staff Supervision	25%		
<u>Program Development:</u> <ul style="list-style-type: none"> Encourage Community Activism Orientations Trainings Monitor Communications Event Oversight 	30%	<u>Program Support:</u> <ul style="list-style-type: none"> City Code Develop Working Relationship with City staff Event Assistance NA support ONI Guidelines NA Bylaws 	40%			Publicity <ul style="list-style-type: none"> SWNI Electronic News Website Facebook 	25%	<u>General Office Support:</u> <ul style="list-style-type: none"> Track Ads Track NA boards, committees Database Office Supplies Schedule Mtg Rooms 	40%	Publicity <ul style="list-style-type: none"> Graphic Design Bulk Mailings Newspaper Social Media 	20%	<u>Capacity Building and Project Development:</u> <ul style="list-style-type: none"> Grant writing Community Partnerships Coalition & NAs Mapping requests Site visits 	25%	<u>Stormwater Stars Outreach:</u> Promote Workshops	25%
Civic Life Performance Reports	5%	NA Small Grants	10%							Outreach and Engagement	10%	Equity Outreach	10%		
Insurance															
Equity & Inclusion Public Safety	10%									Civic Life Performance Reports		Resource to SWNI Watershed Committee			