



Consultant Opening: Program Manager
Closing Date August 1, 2024, or until position is filled.
Spokane Aquifer Joint Board (SAJB)
1521 N. Argonne Rd Suite C PMB 250
Spokane Valley, WA 99212
info@spokaneaquifer.org

Apply online at (<https://www.spokaneaquifer.org/seeking-program-manager/>)

The Spokane Aquifer Joint Board (SAJB) is an organization of 21 water providers whose purpose is to deliver safe drinking water by protecting water quality in the Spokane Valley Rathdrum Prairie Aquifer and encouraging water conservation. SAJB is seeking a non-employee, Consultant to manage the Wellhead Protection Program initiatives for:

- 1) Public Education and Awareness,
- 2) Business Assistance to properly manage waste and conserve resources,
- 3) Annual Potential Contaminant Source Inventory and
- 4) Proper Household Hazardous Waste Disposal.

Each of the four initiatives are described in more detail at www.spokaneaquifer.org.

Desirable Qualities: Willing to ask questions and learn. Interest in protecting the environment. Enjoys interacting with people. Self-starter needs minimal direction. Time and materials management skills. Strength enough to load and unload boxes and supplies, for setting up and hosting tables at public events. (30 – 40 lbs.)

Compensation

\$35,000 - \$45,000 - Based on experience. Consultant will bill at the hourly rate of \$40.00.

Start Date: January 2, 2025.

Training Compensation

\$5,000 to shadow and train, on a flexible schedule, with current Program Manager

Training Dates: October 1, 2024 – December 15, 2024.

Expense Reimbursement

Expenses incurred on behalf of SAJB may be reimbursed including but not limited to copies, postage, phone, website, and mileage. Approved reimbursements will be paid upon receipt of original receipts. Mileage will be paid at the current government rate. Mileage and reimbursements are paid in addition to the base compensation. Monthly payment will be based on Consultant's invoices. Monthly invoices must be supported by a detailed explanation of tasks performed and completed.

Consultant is responsible for their own health, auto, and liability insurance and retirement savings.

Hybrid remote and in-person work from home office, event venues, and meeting locations.

Consultant to perform work in their own office space and using their own phone and internet services. Consultant will participate in-person in between ten to twenty school and community event venues annually and monthly board meetings held at water purveyor offices.

Flexible Schedule Average 20hrs/wk.

It is anticipated that the amount of time devoted to providing services to SAJB will fluctuate, as necessary, to meet the goals and perform the services described in the tasks below.

Program Manager Tasks:

Education and Awareness

- Communicate regularly with SAJB officers and members, project consultants, grant officers, community event organizers, and respond to questions from community members.
- Represent SAJB at school and community events.
- Participate with the EnviroKids Sponsors at events and in planning.
- Coordinate with KSPS PBS for the Aquifer in a Cup Workshops and creating and airing media spots.
- Create website posts. Work with web designer for needed updates and maintenance.
- Plan media campaigns. Work with graphic designers to create digital and video ads and media companies to implement campaigns.
- Develop new ideas to engage citizens in conserving water and protecting the aquifer.
- Create and give presentations. Write articles and grant applications.

Proactive Business Assistance:

- Manage the EnviroCertified Voluntary Business Recognition Program to recruit and renew businesses identified by the Spokane Regional Health District for properly managing hazardous wastes and conserving resources.

Household Hazardous Waste

- Manage the Spokane Kootenai Waste and Recycle Directory website.
- Educate the public about proper waste disposal.
- Stay up-to-date on emerging chemicals of concern and educate the public about what they can do to use safer products.

Potential Contaminant Source Inventory

- Coordinate the annual Potential Contaminant Source Inventory (PCSI) with contracted consultant and manage the mailing of letters to identified businesses and emergency responders.

Other Management Tasks:

- Prepare and distribute documents for monthly SAJB meetings. Take notes and prepare minutes.
- Collect invoices and organize monthly financials for SAJB Treasurer.
- Prepare annual budget, contracts, and State Auditor's Financial report.
- Follow-up with contractors to ensure projects are within budget and on schedule.
- Provide analysis, propose changes, and ensure high-quality experiences are delivered.
- Manage the printing and publication of aquifer protection materials.

Experience in Program/Project Management:

- Maintain and manage schedules for all projects from beginning to completion.
- Design processes to accomplish objectives and goals.
- Provide guidance and support to contracted project consultants.
- Partner with other organizations to meet common goals.

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