



## **JOB ANNOUNCEMENT: Part-Time Assistant**

**Applications accepted through April 19, 2024**

The [Lake Monroe Water Fund](http://www.lakemonroewaterfund.org) - a three-year-old nonprofit organization with a go-getter attitude; a small, dedicated staff; and committed board of directors - seeks a creative self-starter to assist the Executive Director.

The water fund develops partnerships, investments, and other resources for conservation projects and activities throughout the watershed upstream of Lake Monroe to ensure it can provide a clean drinking water supply and remain a world-class recreational destination and critical wildlife habitat for years to come.

The assistant will be directed and supervised by the Executive Director, and may work in concert with board committees, interns, and others.

### Duties & Responsibilities

The role of the Assistant is to support the work of the Executive Director through a wide variety of tasks.

Approximately one-fourth to one-third of the assistant's work will focus on assisting the Executive Director with a new grant-funded septic system finance project. This project entails working with stakeholders to create a finance mechanism framework that helps septic system owners fix or replace septic systems, with the goal of reducing water pollution from errant septic waste. Work on this project may include doing literature/internet research, conferring with similar programs across the US, communicating with stakeholders and committee members, aiding with meeting logistics and record-keeping, and designing educational and marketing materials.

Other duties may include, but are not limited to:

- **Marketing / Communications:**
  - Crafting content and designs for social media, monthly newsletter, annual report, and other communications using Mailchimp, Canva, Adobe Express
  - Researching, writing and proofreading other communications and educational materials
  - Updating the website using Wordpress and Elementor
  - Managing Google Ads through the Google Ad Grant program
- **Project Management & Research:**
  - Communicating with stakeholders, partners, volunteers, donors, vendors, etc.
  - Assisting with events, including summer Beach Bash fundraiser and stakeholder meetings
  - Researching other groups' programs, property records, etc.
- **Development & Grant Management:**
  - Assisting with donor relations and fundraising efforts
  - Assisting with grant applications, grant administration, and grants issued
  - Researching prospective funding sources and partnerships



## Lake Monroe Water Fund

[www.lakemonroewaterfund.org](http://www.lakemonroewaterfund.org)

- Administrative Functions:
  - Entering data and performing other record-keeping using CRM platform Little Green Light, Give Lively donation platform, Zapier, Google drive docs/ forms/spreadsheets, and Microsoft 365 suite
  - Coordinating with board members, volunteers, interns
  - Preparing materials for meetings
  - Bookkeeping using QuickBooks Online

### Qualifications

The successful candidate will:

- Receive and follow directions well
- Thrive working independently with limited supervision
- Display a team-player work ethic
- Communicate effectively
- Maintain a high level of organization
- Exhibit a passion for LMWF's mission; knowledge and experience related to environmental causes is a plus.
- Possess relevant education and experience:
  - Attainment of at least an undergraduate degree is strongly preferred.
  - Similar experience, especially in a small nonprofit setting, is strongly preferred.
  - Experience with the software listed under duties & responsibilities, Microsoft 365 suite, and Google products (drive, docs, forms, and sheets) is preferred.

Location: Bloomington, IN area/Remote

- Work will be done on a mostly remote basis, reporting to the executive director with regular check-ins via email, phone or video call.
- Occasional in-person meetings/activities are required.

### Hours and Compensation

- \$17.00-\$18.50 per hour
- Average of 15 hours per week
- The work schedule is flexible/negotiable. It is preferred that the majority of work occurs sometime during the normal workweek of Monday – Friday.
- No additional benefits are offered.

### How to Apply

- Using "JOB" as the subject line, email a cover letter and resume (in pdf, Word, or Google Doc format) to: Michelle Cohen, Executive Director at [director@lakemonroewaterfund.org](mailto:director@lakemonroewaterfund.org)
- **Applications accepted through April 19, 2024**
- Questions? Contact Michelle Cohen at [director@lakemonroewaterfund.org](mailto:director@lakemonroewaterfund.org)

*The Lake Monroe Water Fund does not discriminate on the basis of race; religion or creed; gender; gender expression; national origin or ancestry; marital status sexual orientation; physical disability; military service, status, or lack thereof; or age in any of its activities or operations, including service on the Board of Directors, employment of staff, recruitment and deployment of volunteers, selection of vendors, or provision of service.*