



UPDATED SEPTEMBER 7, 2023

## CALL FOR EXPRESSIONS OF INTEREST

### — ADMINISTRATOR, COASTAL WATER SUPPLIERS ASSOCIATION —

CWSA works to further the interests of water suppliers on Vancouver Island and the Sunshine Coast since 1971. We provide ongoing support and awareness to Coastal Water Suppliers Members and Associates by working in partnership with related Ministry agencies and water related organizations. We are seeking Expressions of Interest from CWSA Members to fill the role of Administrator/Conference & Workshop Coordinator. The deadline for submissions is October 7, 2023, to [coastalwatersuppliers@gmail.com](mailto:coastalwatersuppliers@gmail.com) or by mail to PO Box 415, Shawnigan Lake, BC V0R 2W0.

#### ABOUT THE POSITION

This is a part-time contract position for a self-employed individual which involves an average of approximately 20 hours per month. Hours will vary seasonally.

The incumbent is paid a monthly fee of \$800.00 per month plus pre-approved expense.

#### RESPONSIBILITIES

- Schedules Board meetings, prepares agendas, attends board meetings (via zoom) and prepares minutes.
- Manages planning and delivery of the CWSA annual conference and trade show, typically held in April; and the Fall workshop - typically held in October or November.
- Manages the website of the CWSA ensuring it is up-to-date and contains accurate content of relevance and interest to members.
- Keeps all records of the association.
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.

#### ABILITIES

- Must be able to work independently to produce quality results in a timely manner.
- Demonstrates a high degree of initiative.
- Professional level office skills, including document preparation, communication and bookkeeping functions.
- Event planning experience including presentation skills.
- Experience working with a community water supply organization.
- Experience with administration of a not-for profit.
- Oversees the fiscal activities of the organization including budgeting, reporting and audit.
- Manages the financial accounts of the CWSA, ensuring bills are paid and that sufficient funds are available to cover liabilities.

#### WORKING CONDITIONS

- The incumbent will work from their own office on Vancouver Island using their own office equipment.
- Develops smooth and constructive relationships with members, outside agencies, organizations and individuals.
- Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of the job. Hours may be irregular.
- Demonstrates commitment to continued professional growth and development.
- Conveys a professional and positive image and attitude regarding CWSA.