

Coalition Membership Assistant

Represent the SJCRCD & SJCDWQC in a professional manner.

Office Duties & Responsibilities

- Answer phone calls and check voicemails in a timely manner.
- Respond to email inquiries in a timely manner.
- Handle, secure, and store all Coalition membership information whether submitted by phone, email, US mail, or in person, in as timely a manner as possible.
- Regularly pick up mail from the post office.
- Open and sort mail.
- Accurately post member payment checks to accounts.
- Create membership profiles, update APN, and contact information.
- Relay compliance status to members and the Water Board, as requested.
- Revise and generate membership invoices.
- Maintain office hours Tuesday, Wednesday, Thursday 9:00 a.m. to 2:00 p.m., additional days/hours as needed.
- Coordinate office coverage with Membership Director.

Regional Water Board Tasks:

- Respond to Water Board email inquiries in a timely manner.
- Assist in verifying spread sheets provided by the Water Board, which includes survey status compliance, APN enrollment, etc.

Grower Meetings:

- Attend all grower meetings, as directed, to take attendance and accurately record in database.
- As required, provide support to speakers, meet members, and answer questions pertaining to membership.

Member Assistance:

- Mail and email duplicate surveys to growers upon request.
- Assist members in using the web portal by assigning login and password information.

Financial Responsibilities:

- Create deposits for member payments.
- Contact and confirm courier service for deposit delivery and RCD check pick up.

SJCRCD:

- Assist the Board Secretary as needed in coordinating courier services.

Compensation:

- Hourly rate commensurate upon experience, plus mileage
- Approximately 15-22 hours/week

All other duties as reasonably assigned.

This position reports directly to the SJCRCD Board President and/or the Board of Directors.