

2/3/2015

Job Announcement: Solar Installers of Washington (SIW): Administrator

Solar Installers of Washington (www.solarinstallersofwa.org), is a 501(c)6 non-profit professional trade association. SIW was established to be a unified voice for the common business interests of its members. SIW'S current focus is on public policy, legislation, and governmental relations. We are looking for a highly motivated, well organized, and solar savvy person to take on administrative duties for our volunteer organization on a part-time contractor basis. At this time, Solar Installers of Washington has no other paid staff, but relies on volunteers to run the day to day operations.

Job Description/Responsibilities

The objective of the Administrator position is to perform general administrative tasks that will support the SIW board and voting members to achieve the goals and mission of the organization. Currently, the work is somewhat seasonal, based on the legislative session. The Administrator reports directly to the SIW Board. The Administrator will be responsible for the following areas:

Membership: Maintain list of current members and sponsors. Send annual renewal notices as needed. Work closely with Treasurer and Board President to maintain accounting of members.

Meetings: Help organize SIW annual membership meetings as well as ad hoc meetings as needed.

Communications: With the help of the SIW Board, write, edit, and mail newsletters and other SIW communications.

Website: Ensure that the Solar Installers of Washington website maintains up to date information.

Social Media: With help from Board members, ensure relevant posts are made regularly to the SIW Facebook page.

Qualifications

The ideal candidate is a highly organized self-starter with experience coordinating projects for membership organizations. Candidate possesses excellent written and verbal communication skills and is proficient in Google Mail and Vertical Response. Fluency with website and constituent relationship management software is a plus.

Minimum qualifications include:

- Proven ability to work under little supervision
- Strong understanding of the Washington solar industry
- Strong written and verbal communication skills
- Ability to work with diverse membership and Board

- Demonstrated proficiency with office software (such as Microsoft Word, Excel, Google Mail) and ability to learn to use Vertical Response.
- Willing to provide own transportation, phone, web connections to fulfill the job
- Willing to work occasional evenings or weekends as needed

Hours and Compensation

Hours: 10 to 15 hours per week from your own location (No office)

Start Date: Immediately

Starting Compensation: \$25/hr, up to \$375 per week to be invoiced monthly and paid upon 15 days of receipt of invoice.

To apply

Send a resume and cover letter to info@solarinstallersofwa.org

Applications accepted until 5 PM on Wednesday, February 11, 2015