



SNOQUALMIE VALLEY Watershed Improvement District

Job Title: Administrative Services Manager

Location: Carnation, Washington (hybrid-remote work available as approved by the Executive Director)

Position Overview: The Administrative Services Manager is responsible for planning, organizing, and implementing all administrative services for the Snoqualmie Valley Watershed Improvement District (SVWID). This position reports directly to the Executive Director and fulfills the need for balanced administrative oversight. This part-time position is 20 hours per week and offers the flexibility to work in a hybrid-remote capacity with advance approval. The position is open to expansion based on workload and operating budget. Primary responsibilities of this position are daily administrative tasks for ensuring the operational efficiency and regulatory compliance of the SVWID.

Key Responsibilities:

- Manage administrative services in coordination with Director for all SVWID programs.
- Process twice-monthly payroll, related taxes, benefits, and required reports.
- Process invoices and payments.
- Assist in formulating general administrative policies.
- Support the Director and Board in personnel practices and procedures.
- Prepare and maintain grants and contracts in compliance with policies.
- Assist with the SVWID annual report tasks.
- Prepare, attend, and summarize materials for Board meetings.
- Maintain administrative reports and records in compliance with the Washington State BARS GAAP Manual.
- Assist with communication materials for SVWID members.

Minimum Qualifications:

- **Bachelor's Degree** plus one year of related full-time administrative and/or supervisory experience (additional experience may substitute for educational requirements).
- Strong communication and organizational skills.
- Advanced skills with **Microsoft 365** (Teams, Word, Outlook, Excel).
- Experience with **QuickBooks**.

Desired Qualifications (preferred but not required):

- Advanced experience with QuickBooks.

- Grant management experience.
- Government accounting knowledge.
- Human resources training.

Additional Skills and Abilities:

- Resourceful and able to work independently.
- Strong environmental stewardship.
- Effective communicator with strong conflict management skills.
- Respectful and able to maintain good relationships with landowners.

Compensation and Benefits:

- Hourly wage of **\$35** (based on qualifications and experience).
- Benefits for part-time employees include **11 paid holidays, sick leave, vacation, QSEHRA health benefit, and workers' compensation.**
- Paid training to advance knowledge of minimum and desired qualifications.

How to Apply: Submit your resume and a brief cover letter or summary email to info@svwid.com explaining why you are interested and a good fit for this position. Applications are due by Monday, January 20th (11:59 pm). The first round of interviews will be conducted the week of 1/27-1/31 and if there is a preferred candidate, a formal offer will be made in early February. For more information about the SVWID, visit our website: <https://svwid.com/>.

Equal Opportunity Employer: SVWID is committed to diversity and inclusion. We encourage applications from all qualified individuals.