

Alaska Head Start Association Administrative Consultant 2016

Position Announcement

The Alaska Head Start Association (AHSA) is seeking applications for an Administrative Consultant. AHSA is comprised of Directors and representatives from the 18 Head Start and Early Head Start grantees across the State of Alaska.

Position Summary

The Administrative Consultant is responsible for a wide variety of duties and activities that support the Alaska Head Start Association. The Administrative Consultant will execute job requirements under the direction of the Executive Committee of AHSA.

Qualifications

The Administrative Consultant should have experience and/or education related to the scope of work and essential functions in this job description. Experience in WordPress, Facebook, MailChimp is highly desirable as well as writing and editing, and in managing multiple projects. The Administrative Consultant must subscribe to a collaborative work ethic with minimal supervision.

Position Information

Position is based on a negotiated hourly rate between \$20.00 and \$30 an hour, not to exceed \$18,000 per year. The rate is commensurate with experience and qualifications of the successful contractor. Working day/hours depend on the project management needs of AHSA.

Application Procedures

Application deadline: **August 12, 2016**. Email cover letter and detailed resume to the Alaska Head Start Association:

akheadstart@gmail.com

*AHSA is an Equal Opportunity Employer.
ICC encourages diversity among its employees.*

Job Description

AHSA Administrative Consultant

The Administrative Consultant is responsible for a wide variety of duties and activities that support the Alaska Head Start Association.

SCOPE OF WORK:

1. The Contractor shall, in a satisfactory and proper manner as determined by the Alaska Head Start Association; provide the following services, data and/or information:
 - Maintain contact with the 18 Head Start/Early Head Start grantees
 - Attend monthly board meetings and/or teleconferences as requested
 - Distribute minutes of meetings and/or teleconferences to key stakeholders within one week after date of meeting (including Grantees, State of Alaska DEED offices, Region X Head Start offices, and others as directed)
 - Manage AHSA's communication through Gmail, responding to requests received through the website and other sources.
 - Update the AHSA website as needed.
 - Post frequent, relevant updates to AHSA's Facebook Page, Monday-Friday.
 - Create and send a monthly e-newsletter.
 - Provide a monthly activity and budget summary report to the Executive Committee and others as directed. This report will cover services performed and financial transactions for the calendar month and is due by the 15th of the following month
 - Work with the AHSA Treasurer to process all association bills, expense checks, reconcile accounts, issue invoices, and other financial matters of the association

- When requested, manage the logistics of the Board of Directors, including travel arrangements, meeting logistics and teleconference arrangements
 - Conduct membership drive, produce membership mailings and/or e-mailings and provide monthly reporting on grantee and individual membership status. Process membership applications, including invoicing members, sending membership cards, and updating AHSA's mailing list through MailChimp.
 - Coordinate teleconferences with the Collaboration Office.
 - Insure that contract renewals take place at the required times
 - Purchase supplies and materials needed to complete the work of this contract
 - Revise the board handbook, board roster (including email list), and bylaws and distribute to all board members, and association membership as needed
 - Other similar duties as assigned; within the scope of this contract.
2. Alaska Head Start Association shall furnish the following services, data and/or information to the Contractor:
- All materials and documents necessary to produce work product as outlined in item number 1 above;
 - Access to all board of directors and committee members to gain information and assistance in completing the contract
 - Timely payment and reimbursement for all materials, supplies, travel or other expenses related to this contract
3. The Contractor shall maintain such records and accounts, including property, personnel, and financial records, as are deemed necessary by Alaska Head Start Association to assure a proper accounting for all contract funds, and will transition said records, after the expiration of this contract, no later than two weeks after the end of the contract.
4. Compensation.
- a. The Contractor acknowledges and understands that this contract is subject to availability of funds of the Association for the performance of this contract.
 - b. The contractor is required to submit a monthly itemized billing indicating hours worked and/or services performed under this contract.

- c. Alaska Head Start Association and the Contractor will agree on an accepted form for the monthly reports.
- d. The contractor is required to submit all documents attesting to the completion of services (such as, manuals, artwork, agendas, attendance sheets, etc.)
- e. Payments for Services will be made as follows:
 - Payment will be made within two weeks of receiving an invoice for the preceding month.
- f. In addition to the consultant service fees, reimbursement will be paid for the following expenses. All requests for reimbursement will be approved in advance by the Alaska Head Start Association President and submitted to the Alaska Head Start Association Treasurer for reimbursement.

Materials and Supplies

- All materials and supplies for production of this contract, including but not limited to general office supplies such as paper, envelopes, pens, toner cartridges, stamps, prepaid calling cards, long distance calls, cellular phone calls, labels, cardstock, printing and copying costs. Receipts will be submitted for reimbursement along with monthly invoice.

Travel Costs

- All travel and meeting expense costs for the Contractor, such as airline tickets, meals and lodging, local transportation and other customary travel expenses will be reimbursed to the Contractor by the Alaska Head Start Association. Per Diem rates will be the prevailing federal government rates for that city location. The IRS mileage reimbursement rate at the time of travel will be used to calculate mileage reimbursement.

- 5. It is expressly understood and agreed that in no event will the total amount to be paid by Alaska Head Start Association to the Contractor exceed what is allowed under this contract. Contractor is fully responsible for any and all taxes which may be incurred and due by virtue of entering into this Contract.
- 6. This agreement is subject to and incorporates the attached "Terms and Conditions".

7. The Contractor agrees to assist the Association in complying with all of the conditions governing the source of funds used for this contract.
8. The above language constitutes the entire agreement between us. Any subsequent additions or deletions to this Contract must be mutually agreed upon by Alaska Head Start Association and Contractor and incorporated in written amendments to the Contract signed by both parties.
9. The term of this contract shall be for twelve months, starting September 1 annually. The contract shall be renewed and signed every year in August. If additional services or periods of work are requested this must be agreed upon in writing by both parties.

GENERAL JOB REQUIREMENTS:

- A. Timeliness of reports and communications.
- B. Collaborative and responsible work habits.
- C. Ethical standards and adherence to general rules of safety, acceptable procedures, and fair labor standards.
- D. Commitment to high professional standards, including professional growth.

ESSENTIAL JOB FUNCTIONS:

- A. Time management skills.
- B. Attention to detail.
- C. Clear expression of self in written and oral communications.
- D. High level of organizational skills with the ability to manage multiple tasks, projects, and deadlines.
- E. Information management skills.
- F. Competencies in word processing, filing, bookkeeping, computer skills, WordPress, Facebook and MailChimp.
- G. Ability to lift and move general office equipment; materials may weigh up to 40 pounds.
- H. Ability to drive and valid driver's license.

QUALIFICATIONS:

The Administrative Consultant should have experience and/or education related to the scope of work and essential functions in this job description. Experience in writing and editing, and in managing multiple projects is highly desirable.