

**Operations/Communications Admin-Coordinator**

**Contract Term:** April 15, 2021 for 1 year; estimated 20 hours/week average (time billed as worked; can be reassessed upwards after summer and dependent on planned events and projects)

**Tasks to include:**

1. Hosting zoom meetings (setting up meetings and sending out the link); minuting of monthly Executive and Advisory meetings
2. Communications
  - a. Emails to membership
  - b. Updating website as needed, and Posting communications to CDMS Slack and web sites
    - i. Approving new members to website – ensuring they can see all pages
3. FEMS (Facility Engagement Mgmt System) admin
  - a. Confirming billed meetings; flagging for approval; followup on unbilled claims
  - b. Adding participants to EAs (Engagement Activities)
  - c. Assisting new members with signup to FEMS and Versapay
  - d. Site Engagement Activity Tracker (SEAT) entries from FEMS EAs
4. Efiling (project documents, letters) to OneDrive account
5. Event planning/ coordination:
  - a. Posters, registrations, catering, Zoom setup

Compensation as per Specialist Services Committee guidelines:

Project Support Admin - \$25/hr