

AWSC Association Coordinator

Job Description: Expected to be a part time position based on need. Cannot be an Executive Board member. Would not be required to spend time in the AWSC office, potentially could work remotely from home. Knowledge of snowmobiling and the AWSC beneficial, but is not a requirement. Qualifications would include ability to work without supervision, public speaking, public relations, communications and ability to dedicate necessary time as needed.

Duties: (may include, but not limited to) Represent the AWSC at meetings as needed. Reply to requests for information and answer questions. Communicate with the AWSC Board and membership as needed. Conduct research on club and access issues. Draft comments letters and apply for grants. Develop press releases and participate in media interviews as required. Search for opportunities to develop new revenue streams. May be asked at times to assist the Office Manager. Attend AWSC Director meetings, along with Conventions & Workshops.

Chain of Command: Would not be a decision making position and would be responsible to the AWSC President, under the guidance of the AWSC Executive Board and ultimately, the AWSC Board of Directors. Would be required to meet regularly with the AWSC Executive Board. Would be required to submit a regular activity report to be approved by the AWSC President.

Compensation: Would be paid time (hourly) and expenses, with the amount based on qualifications and experience. Would not include any benefits or insurance.