**Outdoor Asian WA Chapter Manager**

**Background**

Outdoor Asian is a national non-profit organization whose mission is to create a diverse and inclusive community of Asian & Pacific Islanders (API) in the outdoors. You can find us through our [website](https://www.outdoorasian.com), on [Facebook](https://www.facebook.com/OutdoorAsian/), and on [Instagram](https://www.instagram.com/outdoorasian/). Outdoor Asian hosts multiple city/state chapters whose members also present workshops and serve on panels to advocate for diversity, equity, and inclusion in the outdoors.

The Outdoor Asian WA (OAWA) chapter began offering events to members in the fall of 2018. Through partnerships with local organizations, volunteers planned events where people could build a culturally relevant outdoor community. We prioritize offering activities that are suited to beginners and also families, in-person and virtually.

**Role description**

This part-time, contract role with a minimum one-year commitment and opportunity to renew. The contract manager will work remotely and collaboratively with lead volunteers to ensure the chapter is fulfilling its mission and vision. The chapter manager takes care of day-to-day operations of the chapter including:

* **Administration and finance (25%)**: creating and managing annual budgets, ensuring information systems (Google account, Slack) are operating and organized well, and managing data for volunteers and event participants; ensuring funds are disbursed to event coordinators and external vendors monthly.
* **Grantwriting and reporting (25%)**: assuming primary grant writing responsibilities including finding relevant grants and being the main point of contact, in coordination with Seattle Parks Foundation; collecting the necessary information to submit reports to funders and building relationships with current and potential funders.
* I**nternal coordination (20%)**:Collaborate with programs leads and national team to ensure chapter programming is in alignment with organizational mission and is communicated via our social media channels and website.
* **Fiscal sponsor (15%)**: The chapter manager also liaisons with Outdoor Asian Washington's fiscal sponsor, Seattle Parks Foundation
* **HR (10%)**: collaborating with program leads to recruit and onboard new volunteers depending on where capacity is needed.
* **External communication (5%):** The chapter manager is responsible for monitoring and using [washington@outdoorasian.com](mailto:washington@outdoorasian.com) to communicate externally.

The above task percentages are estimates only and may shift from month-to-month or year-to-year. Expect to have an Outdoor Asian WA related meeting 1-2 times per week.

**Requirements:**

* Have reliable internet access and a laptop or computer to fulfill responsibilities
* Be able to work approximately 10-15 hours per month
* Use Slack and Google Workspace for internal and external communication
* Experience with community organizing, volunteer recruitment and management, program management, and/or organizational development
* Experience with grant writing and communicating with the public

**Compensation:** This is a contract position without benefits.

* Hourly compensation is $35/hour for up to 15 hours per month
* One-time office supply stipend: $100
* Pro deals with Outdoor Prolink, Cascade Designs, Petzl (typically 30-40% off)
* Potential media exposure and paid speaking opportunities
* Reimbursement for getting certified or recertified as a WFA/WFR if needed