

JOB ANNOUNCEMENT:

BOOKKEEPER AND DIRECTOR-IN-TRAINING

Covid Response Network

About Covid Response Network

The mission of the Covid Response Network is to do what we can as concerned people to make a broad, deep, and effective response to the threats of COVID-19. Our pilot region is the Mendocino Coast of California. We have three goals:

1. Halt the spread of COVID-19
 - by encouraging everyone to wear masks, follow social distancing and wash hands extra frequently, and
 - developing respectful and effective TTTQI (Testing, Tracing, Treatment, Quarantine, and Isolation) protocols.
2. Build our Resilience
 - Resilience is the ability to bounce-back from multiple, simultaneous impacts including COVID-19, rising unemployment, supply chain shortages in food and materials, public safety power shutoffs, fires, earthquakes, and more.
 - We're defining scenarios and preparing for them with appropriate supplies, crops, infrastructure, strategies, and teams.
3. Build the Network
 - so that existing efforts can share each other's work, and achieve our mutual goals;
 - and so that we can communicate and coordinate for rapid, effective responses to whatever may arise.

We envision a diverse, resilient community here on the Coast that is able to keep the number of COVID-19 cases down throughout the Fall and Winter to limit the number of wounded and dead, while working within the limited hospital resources available (~12 ICU beds, for 20,000 people). After the COVID-19 threat is defeated, we plan to transition to a new "CRN" – the Coast Resilience Network -to address other threatening situations as they may occur in coming years.

About the Position

We are a start-up organization, so this is not a staff hire with benefits and insurance etc. Instead, it is currently a part-part time position, with efforts underway to bring in more funds for the position. To make this work best, applicants should have a shared passion for the organization's goals.

Funds have been attained to pay for the initial role of this position- Bookkeeper. See the skills below for details.

The position is also meant to be a training for becoming one of the Directors of the organization, with top candidates being the Director of Operations, Director of Communications, Director of Development (i.e. grant writing) or Executive Director, depending on your experience, skills and passion.

People with strong training or experience in a Director role, but no bookkeeping experience, are encouraged to apply if they are willing to learn bookkeeping.

Essential Skills

- Ability to keep the income and expenses in Quickbooks, or an eagerness and ability to learn the skill quickly.
- Ability to provide an income and expense report to the Board of Directors
- Confirm that all income and expenses in the bank account are reflected in Quickbooks

Recommended Skills and Characteristics

A good candidate will also have several of the following skills (or the proven ability to learn skills quickly)

- co-maintain our WordPress website
- compile and send out our Mailchimp newsletters
- type quickly - keep notes during Zoom meetings
- use Google Drive and Google Docs
- write grant proposals and fundraise
- manage one or more of our social media sites
- provide annual compilations of income and expenses to Accountant

Minimum Education and Experience

- A Bachelor's Degree, or
- An Associates Degree and 1 year of related experience, or
- A high school diploma and relevant bookkeeping experience

Compensation

- Compensation will start at \$22-\$25 /hr, depending on experience
- Funds are coming in on an ongoing basis, increasing the amount of time per week that can be compensated for this position.

To Apply

- Email your resume and a cover letter to john.a.gallo@covidresponesenetwork.net
- Resumes with references are preferred.
- Application review will begin on October 14, 2020.
- Position is open until filled, when this ad will be removed from our website.

See covidresponesenetwork.net for more information.