

## **People First of Nebraska, Inc.**

### **Support Staff Job Description**

#### **1. SERVICES.**

##### **A. Maintain Records**

- i. Maintain Membership, Advisor, and Chapter rosters and keep contact information current and complete
- ii. Assist the PFN Secretary with recording, distributing, and archiving all meeting minutes and handouts from all Officer, board, and other meetings. This includes distributing meeting materials 1 week prior to Board Meetings and 30 days prior to Convention.
- iii. Maintain complete and organized archives of project materials and documents, including convention documents and fundraising items.

##### **B. Bookkeeping**

- i. Endorse all incoming checks for “deposit only” immediately upon receipt.
- ii. Maintain a current and accurate accounting of checks and other payments as they are received
- iii. Ensure that all funds of PFN are stored in a locked and secure location until they are delivered to the PFN Accountant
- iv. Deliver all checks and other payments received to the PFN Accountant on a weekly basis
- v. Ensure that all invoices and other requests for payment are accurate and that appropriate documentation (receipts, etc.) are attached
- vi. Forward all invoices and requests for payment to the PFN Accountant on a weekly basis or more frequently as needed so that all debts are paid on time and early payment discounts can be applied whenever possible.
- vii. Assist the PFN Treasurer and Accountant in developing, distributing, and presenting financial reports at all Officer, Board, and other meetings.

##### **C. Membership and Chapter Development Support**

- i. Staff will assist the PFN Officers in contacting all local chapter officers and advisors on a regular and consistent basis via phone and e-mail to convey information between the PFN and chapters and build connections across the state.
- ii. Staff will make travel and meeting arrangements for at least one in-person visit by the staff person and one PFN Officer to each existing chapter and at least one visit to potential new chapters during the contract period. Trips to chapters within the same geographical area will be combined whenever possible. Staff will provide transportation to the PFN Officer for this travel as needed.
- iii. Staff will assist PFN Officers and State Advisors to develop and deliver presentations at PFN board meetings, chapter meetings, at the PFN convention, and in the community.
- iv. Staff will help the PFN Officers and State Advisors in collecting articles and event announcements from the chapters and other community and disability organizations and assist in the development and distribution of a quarterly People First newsletter

##### **D. Meetings, Conventions and other Events**

- i. Staff will attend all Officer and Board meetings. Staff will assist in the development of meeting agendas, handouts, securing accessible meeting locations, and arranging conference calls.
- ii. Staff will assist and support Officers, Accountant, and State Advisors in all tasks related to the planning and management of the People First of Nebraska Annual Convention, including but not limited to budget planning, hotel and food arrangements, registration, presenters, handouts, awards, agendas & program, fundraising activities, sponsors & advertisers, vendors, volunteers, and tracking accounts receivable and payable.

- iii. Staff will assist Officer and State Advisors in the development and presentation of other events and activities, including training workshops and fundraising activities.

**E. General Office and Clerical Duties**

- i. Staff will take receipt of and review all incoming mail, including e-mails, and route that correspondence to the appropriate Officers and State Advisors in a timely manner.
- ii. Staff will assist in developing documents and materials including brochures and other awareness materials, chapter support manuals, grant reports, and other documents as assigned.
- iii. Staff will assist the Officers and State Advisors in the identification of grant and other funding opportunities and in the writing of grant and other funding proposals. In addition staff will meet and identify goals with Board Member and State Advisors for annual DD Council Request for Funds.
- iv. Staff will submit brief monthly reports and expanded quarterly work reports to the Officers and State Advisors outlining the work they have performed and how those activities met the goals of People First of Nebraska and any grant goals and objectives.
- v. Staff will complete and submit, with the approval of the Officers and Advisors, all required reports to funding agencies in full and on time, this includes quarterly reports for DD Council, Funding usage reports and annual Request for Funds.
- vi. Will perform other duties as requested by PFN Board as long it is not illegal or immoral.

Staff will perform these duties in a timely and efficient manner, for example returning telephone calls by the end of the next business day while respecting the authority of People First Officers and supporting the self-determination of all People First members. Board Members and State Advisors should be notified in advance if you will unavailable.

2. COMPENSATION. As compensation for Services provided to Customer , UNMC shall be compensated as follows:

- A.** This is a contract position and will run for 1 year from date it is signed and is contingent on the availability of funding. Annual contract renewal will be based on the availability of funding and the performance of the Contracted individual.
- B.** Payment will be made at a rate of \$19 per hour. Monthly contract payments will vary, based on the activities and needs of PFN. The contractor will provide a detailed record of all work completed and will submit this report within seven (7) days after the end of each month. The total amount billed by the contractor and any sub-contractors will not exceed the amount budgeted for that particular fiscal year.
- C.** Approved mileage will be reimbursed at the current Nebraska state mileage rate. Approved hotel expenses will be paid by PFN and a small meal stipend is also provided. Approved reimbursement for travel expenses of the contractor and any sub-contractors will be included in the monthly invoice for hours worked and itemized separately. The total amount billed by the contractor and any sub-contractors for travel will not exceed the amount budgeted for that particular fiscal year.”
- D.** No other benefits (health insurance, etc.) or taxes (social security, income taxes, unemployment taxes, etc.) will be paid or provided.