Duties for the third-party Program Administrator of the Community Enhancement Grant Program serving the Community Advisory Committee (CAC) and Community Enhancement Collaborative (CEC)

The Community Enhance Collaborative - a coalition of the Palo Verde Irrigation District (PVID) and the Metropolitan Water District of Southern California (MWD), is seeking a qualitied person to serve as the Program Administrator for the Community Enhancement Grant Program. The position is for 20 hours per week with some flexibility in hours and remote work. The office where the Administrator will be located is at 109 E Hobsonway, Blythe, CA.

The Community Enhancement Grant Program is a grant program open to any non-profit, business or government agency located within the PVID region which is beginning or expanding a program or project with significate community service or economic development benefits. Grant applications will first be reviewed by the Administrator for completeness and then sent to the CAC which will determine – using a set of preestablished criteria – how well the application meets these criteria and will recommend to the CEC if the application should be considered for full or partial funding.

The Program Administrator is an independent contractor and subject to a 1099 tax status. The contract of employment and supervision of this position will be directly between the successful applicant and PVID.

Specific Program Administrator duties include:

1. Oversee the advertising and marketing of the program availability.
2. Create, edit, and manage social media accounts (E.g., Facebook, Instagram, X and/or TikTok) to share program funding updates and promote the program.
3. Hold scheduled office hours two days per week (one morning and one afternoon each week) at the office location noted above to assist applicants.
4. Disseminate applications and verbal and written information regarding the grant application process.
5. Introduce the grant program as a complementary alternative to the CIF loan program as/when appropriate.
6. Accept completed grant applications. Review grant funding applications for completeness and return incomplete applications for supplemental information. Interact directly with individual grant applicants to help them complete their application.
7. Work with the CAC Chair to coordinate CAC meeting schedules and materials. Prepare agendas, applications packages, and other materials as needed. Distribute these materials

before and at the meetings. Attend and take minutes at CAC meetings. Assist with virtual meeting logistics for remote attendance for CEC members.

8. Attend CEC meetings to present CAC recommendations and answer questions regarding grant application funding.
9. Advise CEC of any program concerns, inconsistencies, or issues identified by applicants, CAC or other involved parties.
10. Track administrative costs (e.g. supplies and Administrator time) and submit to PVID monthly. PVID, in turn, will add any additional administrative fees, pay as appropriate, and invoice MWD monthly for one-half of the approved program administrative costs.
11. Coordinate follow up appointment with Grantee to allow designated CAC members to conduct verification of allocation of funds as needed.

Desired experience and skills:

1. Some previous experience in an administrative office role serving the public
2. Management experience
3. Experience with using social media programs to promote a program
4. Strong organizational skills
5. Experience working with boards or committees

Compensation:

- **Hourly rate**: $45/hour, paid monthly (roughly 20 hours/week)

No benefits, overtime, or expense reimbursement

How to Apply:

Submit the following to **marissa.johnson@pvid.org** by **December 19, 2025:**

1. Cover Letter
2. Resume
3. 3 Letters of References
4. Earliest Start Date

The successful candidate will be required to sign the below Conflict of Interest Policy.

Conflict of interest for CEC/CAC Administrator Guideline

The Administrator of the Community Enhancement Program has an obligation to conduct business within guidelines that prohibit a potential, actual or perceived conflict of interest.

The purpose of these guidelines is to provide general direction so that the Administrator can seek further clarification on issues related to the subject of acceptable standards of operation.

What constitutes a Conflict

An actual, potential, or perceived conflict of interest occurs when the Administrator is in a position to influence a decision that may result in a personal gain for the Administrator or for a family member as a result of the Community Enhancement Program's grant work. Family is defined as the Administrator's spouse or non-dependent children. For the purposes of this policy, a conflict of interest includes having a financial interest in an organization applying for a grant; or holding a position as a director, principal officer, employee or contractor of such organization; or receiving direct or indirect remuneration or grifts or favors from the organization.

Duty to Disclose

If the Administrator has an influence on decisions involving a grant application in which he/she may gain financially, he/she has a duty to disclose this to the Legal Counsel of the PVID. If the PVID Legal Counsel is not available, the Administrator may contact the Legal Counsel of the MWD.

Determining if a Conflict Exists

The Administrator shall disclose to the Legal Counsel for PVID any potential conflicts to get a determination if the conflict exits.

Addressing the Conflict

If it is decided that a conflict exists, the Administrator shall have no contract with the organization requesting organization, may not be in the room or connected remotely when the application is discussed by the CAC or the CEC, and may not speak to any person on the CAC or the CEC about the application.

In leu of the Administrator, the Chair of the CAC will assume these responsibilities.

Violations of the Conflict-of-Interest Policy

If it is determined later that the Administrator should have recused himself or herself from any involvement in the decisions regarding a grant application and the grant is approved, the CEC at its sole discretion may rescind the grant and ask for repayment. If the grant was not approved, the CEC may at its sole discretion decide whether to reconsider funding the grant request.