

WESTERN FISHBOAT OWNERS' ASSOCIATION
ADMINISTRATOR POSITION DESCRIPTION
Updated January 2023

California based non-profit trade association focused on commercial albacore tuna fishing and maintaining access to the resource through proper management, is seeking a person to serve as administrator/manager of the organization founded in 1967.

JOB TITLE: Administrator Western Fishboat Owners Association (Part Time Basis)

GENERAL DESCRIPTION: WFOA is seeking a motivated individual with administrative, social media, computer, organizational and people skills to manage the operations of WFOA. This requires conducting the day-to-day business of WFOA under the direction of the Executive Director, Board of Directors, and Executive Committee. This job does not include policy setting and other actions conducted by the Executive Director.

LOCATION: West Coast of U.S.

SCHEDULE: Projected start date February 1, 2023 to April 1, 2023.

PAY: Part Time \$15,000 - \$20,000/ annually as determined by the board

DUTIES & RESPONSIBILITIES:

- Collect dues, assessments, and other fees from members and maintain up to date membership list
- Maintain bank accounts
- Prepare a yearly budget for WFOA; additional reporting requirements include, but are not limited to:
 - A. year-end financial statements
 - B. prepare and file federal and state tax returns as required by law
 - C. secure services of accountant to handle all or portion of the above
- If necessary, arrange for fall and spring directors' meetings and general membership meeting to coincide with directors meeting; arrange for district meeting prior to directors' meetings.
- Arrange any other meetings required of board, e-board, or general membership
- Mail or send email copies of newsletters produced by the executive director 6 times per year

Send resume or further questions to:

WFOA
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