

# CONTRACT

## BAINBRIDGE OMETEPE SISTER ISLANDS ASSOCIATION ASSISTANT OFFICE MANAGER

### **The Bainbridge Ometepe Sister Islands Association will provide the following:**

- Stipend of US \$150 per month
- Lodging: an apartment with bedroom and kitchen adjacent to the office.
- Basic Catastrophic Health Insurance (up to \$85 per month)

The Assistant Office Manager will be responsible for additional medical expenses not covered under the Basic Catastrophic Health Insurance while on Ometepe.

- Expenses associated with BOSIA business:
  - ◆ Obtaining and maintaining a current VISA (based on cost of travel to and from Costa Rica border & VISA renewal fee)
  - ◆ Transportation within Nicaragua: for official BOSIA business
  - ◆ Modest meals for self and others when conducting BOSIA business
  - ◆ Other expenses as mutually agreed upon, or as provided for by a project proposal approved by the Board.
- Transportation:

Transportation (airfare) cost to Ometepe will be provided. If the Assistant Office Manager stays for a full year, return transportation to the U.S. will be provided. (Exceptions can be made with prior approval by Office Committee and Board of Directors).

### **The Assistant Office Manager will carry out the following responsibilities:**

The Assistant Office Manager will strive to help BOSIA achieve its goals and purposes on Ometepe and on Bainbridge Island by working cooperatively in assisting the BOSIA Office Manager, Office Committee and Board of Directors.

### **Specific Responsibilities:**

In consultation with the Office Manager:

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1. Establish "regular" office hours (Monday through Friday and occasional Saturdays) and be available for consultation with interested people.

Vacation time : 2 weeks per six month period worked. A request for time away from the office needs to be submitted to the Office Manager AND Office Committee one month prior to anticipated travel.

2. Provide a weekly "Activity and Time" report to BOSIA and a monthly accounting of business expenses to the BOSIA Treasurer via e-mail.
3. Help BOSIA receive, track, and deliver mail to our friends and community groups with whom we have contact.
4. Inform BOSIA of any matters of interest to help us achieve our goals.
5. Manage and coordinate project-related business:

- Distribute applications for project proposals to interested parties on Ometepe
- Explain our criteria for project proposals
- Receive proposals for projects
- Communicate with community groups regarding status of project proposal
- Track progress of projects and regularly observe current and past projects
- Communicate with current and past project leader(s)
- Receive, disburse, and deliver funds
- Obtain receipts and deliver them to us
- Keep financial records
- Help BOSIA determine fair prices for materials and labor
- Evaluate financial situation of ongoing projects
- Assist various BOSIA Committee Chairs with projects

Make sure queries from Committee Chairs are answered promptly and with sufficient detail to be useful.

6. Prepare for delegations and assist delegations members while they are on Ometepe:
  - Arrange for transportation and lodging
  - Help organize work on projects
  - Arrange meetings with appropriate groups or individuals
7. Administer BOSIA funds in Nicaragua as directed by the Board of Directors.

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8. Take a lead role in making sure arriving cash and expenses are entered promptly and accurately into the office accounting system, and work with the office manager and scholarship coordinator to resolve any discrepancies.

\* Either BOSIA or the Assistant Office Manager may terminate this agreement with reasonable notice.

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BOSIA Representative

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Date

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Assistant Office Manager

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Date