

Job Title: District Assistant Manager

Job Type: Part-time or Full-time

Job Location: Primarily remote/work from home

Pay: \$20-\$35 an hour

Job Description: The position will support the Roxborough Village Metro District in overseeing and managing the district.

About Us: The Roxborough Village Metropolitan District (District) is located in Douglas County just past the south end of Wadsworth Boulevard situated between Roxborough State Park, Chatfield State Park, and Waterton Canyon. The District is approximately 959-acres and is primarily residential, with about 6,700 residents and 2,380 households. The Roxborough Park Foundation, Ravenna, and Sterling Ranch Prospect Village are neighbors to Roxborough Village and are separately funded entities, though their residents use the schools, commercial areas, and recreation facilities located within Roxborough Village. With close proximity to two state parks, the regional High Line Canal trail, Waterton Canyon, and the Rocky Mountains, the District is known for its community, nature, and wildlife.

Primary District amenities include parks, open space, and landscape maintenance and management. Maps, district documents, and additional information can be found on the District's website at www.roxvillagemetro.colorado.gov.

About the Role: You will help execute directives from the Board, supervise contractors, monitor and respond to social media, and assist in running board meetings. Among the responsibilities of the role are:

- Contract Management:** You will obtain proposals from vendors and coordinate the bid process through contract execution.
- Project Management:** You will act as the project manager for various District projects. This includes tracking project and action item progress, identifying issues, meeting with contractors as needed, ensuring contractors are sticking to their contracts, and relaying information to the Board.
- Grant Writing:** You will assist in applying to various grants and assist in any grant reporting requirements.
- Social Media Coordinator:** You will monitor neighborhood social media posts and provide responses as needed.
- Event Coordinator:** You will be responsible for organizing community events.
- Board Meeting Facilitator:** You will act as the District meeting coordinator by identifying available meeting times, booking meeting rooms, drafting agendas, and drafting meeting minutes.

About You: The ideal candidate will have the following skills and experience:

- Project management experience
- Excellent organizational skills
- Excellent written and verbal communication skills

- Good computer literacy
- Experience with MS Excel or other spreadsheet software
- Lives locally, preferably within the district

To join our team as our first employee, apply online [here](#). In your cover letter, please explain why your experience is relevant to this role.