

Case Management Society of New England
2 Nashua Rd.
Pelham, NH 03076
Tel.603-329-7481 Fax: 888-314-7375
Email: CMSNE@comcast.net
Website: www.CMSNE.org

JOB TITLE: Administrative Assistant (Per diem independent contractor)

ORGANIZATION: Case Management Society of New England (CMSNE)

JOB DESCRIPTION OVERVIEW: The Administrative Assistant position is a per diem independent contractor arrangement. There is a variable time commitment dependent upon the administrative/clerical needs of chapter business. The successful candidate is required to: complete assigned clerical tasks to include but not limited to chapter mailings; filing; meeting preparation; data entry and the like within in a prescribed period of time with minimal supervision. The Administrative Assistant works directly with the Executive Director and in accordance with directives established by the Executive Board.

MINIMUM REQUIREMENTS: Ability to work independently and complete tasks as directed is required. Must demonstrate responsibility and sound judgment in the ability to complete assigned tasks in the designated time period with accuracy and efficiency. Prior clerical experience is helpful, but not required.

COMPENSATION: Compensation is based upon task complexity, experience and skill level of the contractee. The anticipated hourly wage rate range is \$5.00/hr to \$15.00/hr. All bona fide travel expenses are reimbursed at the rate of \$.375 per mile (2004) and/or upon submission of the appropriate documentation. Mileage is verified using Internet tools such as Mapquest or Yahoo Maps. Mileage is calculated door-to-door from the point of departure to the destination.

This position is not an employee of CMSNE. Therefore, as an independent contractor, the individual is responsible for paying all applicable state and federal taxes and/or fees. In particular:

- CMSNE will not withhold FICA (Social Security) from the Contractor's payments;
- CMSNE will not make state or federal unemployment insurance contributions on behalf of the Contractor;
- CMSNE will not withhold state or federal income tax from payment to the Contractor;
- CMSNE will no make disability insurance contributions on behalf of the Contractor;
- CMSNE will not provide the Contractor with any pension, health insurance, life insurance or other fringe benefits.

There are no fringe benefits associated with this position such as, but not limited to, health, dental or life insurance, healthcare or child care reimbursement accounts.

ADDITIONAL INFORMATION: Prior to commencing work with CMSNE the chapter requires the submission of a completed W-9. CMSNE reports income in excess of \$600 to the appropriate state and/or federal agencies via Form 1099 at the end of each calendar year as required.

Prior to commencing an assignment, the contractor will receive a statement of expected deliverables, the completion date and the hourly paid rate.

CMSNE reserves the right to discontinue contractor services if at any time, work is of low quality, below expectations or for any other reason at the discretion of CMSNE.