

# **RH2NO CONSULTANT POSITION**

This agreement is effective---, through ---. This Agreement shall define the professional relationship between \_\_\_\_, an independent contractor residing at \_\_\_\_ hereafter known as the "Consultant," and Third Presbyterian Church, a not-for-profit corporation with headquarters at 4 Meigs Street, Rochester, New York, 14607, hereafter known as the "Church."

## **I. CONSULTANT ROLES AND RESPONSIBILITIES**

### **The Consultant shall:**

- 1.) Coordinate the operation of the Rochester RH<sub>2</sub>NO (Rebuilding Hope To New Orleans) relief program.
- 2.) Be a catalyst, via a community organizer, to educate, motivate, organize and coordinate many local church, civic, college/university and business groups who could send workers to renovate homes in New Orleans.
- 3.) Bring additional resources to this project by leveraging Third Church funding to qualify for grants that address issues of homelessness in New Orleans.
- 4.) Work to keep Katrina issues alive and in the public's consciousness.
- 5.) Obtain all supplies and materials needed to perform the community organizing tasks planned as part of the program.
- 6.) Maintain documentary evidence of all actual program expenses, generally in the form of receipts. These expenses shall be consistent with the program budget.
- 7.) Submit reimbursement requests and/or receipts for program expenses billed directly to the Church, by the last business day of each month in which the program accrues expenses.
- 8.) Provide written information regarding program progress and outcomes monthly to the Church's Outreach Committee. Attendance occasional.
- 9.) Communicate with Advisory Committee and meet as needed.
- 10.) Function as an independent contractor with regard to this program, not as an employee of the Church. The Consultant shall be responsible for the payment of all taxes resulting from her income derived from this Agreement, and for reporting the same to government entities as may be required by law. This is a part-time, non-hourly position.

### **For More Information, contact**

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