



Central Wasatch Commission
41 North Rio Grande Street, Suite 102
Salt Lake City, UT 84101

August 29, 2023

Mia McNeil
937 E 500 S, Suite B
Salt Lake City, UT 84102

Re: Employment Offer

Dear Mia:

It is a pleasure to extend to you an offer of employment with the Central Wasatch Commission interlocal entity (the "CWC"). We are looking forward to having you join us!

Here are the details of your employment:

You will start work on **5 September 2023** in the position of a part-time Community Engagement Coordinator. As such, you will perform the following services for the CWC:

- In conjunction with the Executive Director and the Director of Operations, manage and work with the CWC Youth Council;
- Communicate the work of the CWC through digital communication platforms including Facebook, Twitter, Instagram, TikTok, Mailchimp, podcasting platforms, and WordPress;
- Photograph and film the Central Wasatch for CWC digital use;
- Assist in graphic design;
- Internal operations as assigned, including maintenance of board reports, resolutions and other documents as required by State of Utah retention policies.
- Develop, organize, and execute outreach events;
- Represent the CWC in and around the Central Wasatch Mountains including stakeholder events, Youth Council events, and trail-maintenance workdays;
- Build and maintain relationships throughout the study area on behalf of the CWC;
- Other work as assigned by the Executive Director and Director of Operations;
- Communicate to your supervisors any information, suggestions, ideas, and recommendations regarding the CWC's work that you believe may benefit the CWC; and

- Such other related and unrelated services and duties as are customarily performed by an employee in a similar position or as may be assigned to you from time to time by your CWC supervisors.

Please be aware and remember during your employment by the CWC that you are not authorized to make commitments or contracts on behalf of the CWC.

In your job you'll:

Report to the CWC's Director of Operations regarding administrative, outreach and communications matters.

Be expected to be familiar with and committed to the CWC's mission and work as well as to utilize excellent written and verbal communication skills, collaborative interpersonal practices, sound critical-thinking and problem-solving skills, and to be organized in your job functions. You will comply with all applicable laws and regulations during your employment by the CWC, including those contained in the CWC's employee manual or announced to you from time to time by your supervisors.

You will work about 20 hours each week, as scheduled by your supervisor, with the potential for some evening and weekend work. Your position requires both in-person and remote work, as directed by your supervisors, and your work hours may be staggered as reasonably needed based on scheduled meetings of the CWC's public bodies or other factors. Light physical effort is part of your job, as is frequent exposure to stress resulting from human behavior and your job requirements.


You will be a non-exempt employee and will be paid bi-weekly, in arrears, at the rate of \$33.65 per hour (i.e., about \$35,000 per year for 1,040 work hours) based on your actual work hours and otherwise in accordance with the CWC's payroll practices. As a part-time employee you will not be eligible for health insurance coverage, retirement, paid time off or any other benefits. You will be entitled to reimbursement of your qualifying job-related expenses as per CWC policies, such as mileage reimbursement at then-current IRS rate for your CWC-related travel (excluding commuting) as and if requested by your supervisors.

You are and at all times will be an at-will employee whose employment may be terminated at any time by the CWC, with or without cause and with or without prior notice, subject to applicable law. Upon termination of your employment you only will be entitled to compensation for your work performed prior to the effective date of such termination. Upon termination of your employment, you are required to return all CWC property that you received during your employment, including equipment, keys, records, data, memoranda, models, and other items that are either owned by the CWC or are proprietary to the CWC.

The CWC shall own all social media postings and contacts arising through your work on behalf of the CWC, including all "followers" or "friends" that are acquired through accounts used or created on behalf of the CWC such as email addresses, blogs, Twitter, Facebook, YouTube and any other social media site or network. You will turn over those items (and any usernames or passwords) to the CWC upon termination of your employment.

Please acknowledge your receipt and acceptance of this job offer by countersigning this copy and returning it to the CWC within the next few days.

If you have questions, feel free to contact the undersigned.



Lindsey Nielsen, Executive Director

I accept employment by the CWC as outlined above.

Printed name: Mia S. McNeil

Signature: 
☐ ☐ ☐

Date: 8/31/23