



JOB DUTIES AND DESCRIPTION

Chapter Administrative Assistant

JOB SUMMARY

The Chapter Administrative Assistant (CAA) is responsible for assisting with the implementation of the Chapter's mission and goals, the daily activities as directed by the Board, and all duties deemed necessary by the Board. The CAA must possess highly developed interpersonal communication skills and a demonstrated capacity to build and maintain relationships with diverse communities, Chapter volunteers and employees, organizations, government, media, and other interests.

KEY RELATIONSHIPS

The CAA is an independent contractor. The CAA does not work exclusively for the Chapter. The CAA reports and is accountable to the Chapter Board, and reports to the Chapter President.

ADMINISTRATIVE DUTIES

1. Respond to routine calls and correspondence.
2. Establish and maintain files.
3. Maintain supplies.
4. Assist in the preparation of recertification submittal.
5. Maintain and distribute Board and committee rosters.
6. Maintain current chapter roster.
7. Compile and update calendar of events.
8. Attend certain committee meetings as time allows.
9. Invoicing of members and sponsors when needed.
10. Collect and distribute mail from Chapter post office box
11. Inquire and follow up on unpaid member balances.

BOARD MEETINGS

1. Distribute notices as needed.
2. Collect reports from all Committee Chairpersons as applicable.
3. Assist President with agenda.
4. Attend all Board meetings as time allows.
5. Provide monthly membership status.
6. Provide a summary of program survey results as requested by the Board.

MEMBERSHIP

1. Answer membership inquiries; if needed, work with membership committee for follow-up.
2. Maintain and distribute membership promotional material to members and/or membership committee.
3. Send new member welcome packets and/or prospect packets.
4. Maintain prospect list according to input received from CAI national, chapter membership committee, and CAA prospect search.
5. Send chapter welcome/renewal/prospect packet or letter to all new, prospective or exiting members.
6. Assist with membership recruiting efforts.

PROGRAMS

1. Assist in securing program site, food arrangements, speaker confirmations, preparation and emailing of flyers, and promotional materials through Constant Contact.
2. Attend all programs when possible, sign in participants and collect all registration fees
3. Assist in on-site coordination when necessary
4. Assist with sponsorship and/or programming to obtain sponsors for all programs
5. Assist in compiling all materials and handouts for programs
6. Assist in developing and implementing chapter programs
7. Have membership materials at all programs and events

NATIONAL OFFICE

1. Maintain communication with CAI National Headquarters
2. Communicate with neighboring local CAI chapters & CAI liaisons as needed

PUBLIC RELATIONS

1. Assist in the development and maintenance of a statewide media contact list.
2. Prepare press releases to area media, civic centers, libraries, etc. to promote CAI and chapter programs.
3. Maintain chapter presence on Facebook and all other social media as directed by the Board.

NEWSLETTER

1. Assist in the collection of newsletter articles and information for submission for 4 quarterly issues.
2. Coordinate all printing and proofing of newsletter
3. Coordinate distribution of newsletter
4. Assist in the solicitation of newsletter advertising space.
5. Collect all advertising fees and copy
6. Prepare and distribute rate sheet to business membership and prospects

WEBSITE DEVELOPMENT/MAINTENANCE

1. Maintain current information on all pages on the site.
2. Develop site through time and as needed.
3. Post special announcements, meeting schedules, etc.
4. Reply to all email inquiries promptly.

CONFLICTS OF INTEREST

1. Avoid any appearances of undue influence in the handling or channeling of business leads which may come about in the role of Administrative Assistant.
2. Avoid any self-dealing or personal marketing while attending to Chapter business.

REIMBURSEMENTS

1. The Chapter will reimburse the CAA for all expenses related to business conducted on behalf of the Chapter.