

# Alliance Administrative Assistant Job Duties

April 2018

## Office Management

- Maintain “national office” virtual presence
- Handle all telephone communication, route or share content as needed
- Handle all email communication at [alliance.public.waldorf@gmail.com](mailto:alliance.public.waldorf@gmail.com) and redirect or share content
- Maintain office files for Alliance business, ExCom, Board and all committee business
- Receive and respond to mail
- Manage invoices/organize recurring payments for ongoing business expenses to include mailbox, website, Constant Contact, coordinates with Treasurer for payment of conference, board meeting, and all other expenses and
- Manage general correspondence and filing
- Banking: deposit checks, maintain deposit and payment log, receive and balance monthly statements in QuickBooks.
- Maintain QuickBooks accounts to include income and expenditures, account reconciliation, and provide reports to Treasurer
- Provide support to membership process: Create, send and receive membership forms & dues payments, maintain current membership data base, Constant Contact database, mailing labels and email groups.

## Governance Operations

- Provide Staff support for Executive Committee, attend weekly meetings, take minutes & manage correspondence/records
- Board of Directors: Help plan and coordinate meetings including logistics for travel, housing, food and facilities; print reports, agenda, meeting materials and take minutes
- Maintain contact information and current web profiles for Board and Advisors,
- Committee Support to include communications and reports:
  - Pedagogical Committee
  - Outreach/Development Committee (includes support for Silent Auction)
  - Conference Committee

## Communications

- Coordinate and produce Happenings eNews (10x /year) via Constant Contact
- Maintain website, update routinely and grow the site
- Maintain Facebook page, post regular informational pieces
- Maintain Alliance Blog, post articles from Alliance Confluence

## Conference

- Provide staff support and coordination for Conference; staff member of Conference committee
- Work with Conference chair(s) and serve as the liaison to Alliance Executive Committee, Board, workshop presenters, keynote speakers, conference site, etc....
- Coordinate:
  - Budget management
  - Marketing
  - Online Registration
  - Registration and information table management
  - Presenter management, contracts, housing, registration waiver, etc.
  - Facilities, housing and food planning for attendees
  - On point at Conference