



ASSOCIATION
MANAGEMENT
CONSULTANTS, LLC

Job Description

Job Title: Administrative Assistant

Purpose

The role of the administrative assistant is to ensure efficient and timely operations of the office so as to support and enhance the work of the organization. The administrative assistant will collaborate and provide support to the assigned Account Manager (s), CEO, and President if requested and approved by supervisor.

Essential Job Functions

Event Administration:

- Assist with monthly chapter meetings, inclusive of : meeting reminders, registration list(s), board nametags, location set-up, food and beverage, and preparation of educational/ marketing materials as needed

- **Preparation:**
 - Setup online registration
 - Nametag Production (Printing and Stuffing)
 - Printing Materials
 - Table Tent Creation
 - Registration Input to Database
 - Attend Meetings – when needed and fill in

- **Finalizing Event:**
 - Close out Registration
 - Add Walk-Ins
 - Invoice/ Charge No-Shows
 - Process Payments and refunds
 - Continuing Education Credits – Uploaded and Reconciled for Record keeping
 - Add meeting data to file for retention data.
 - Compile Evaluation Forms



Marketing Administration:

- Post written content for websites such as: Content Pages, Board Page, Event Pages, Job Postings, Upload meeting photos
- Mailings - New Member Letters, Lapse Member Letters, Donation Letters and Mailings
- Newsletter – Prepare written content and provide to Marketing Coordinator
- Social Media Management for select accounts.

General Association Administration:

- Assist with National Filings, Education Applications, Speaker/Instructor Contracts
- Inventory – promo items per group – where stored, ribbons and office supplies
- Membership Database Updates – Upload membership rosters, review expired and new members – send to account manager
- Updates and maintain databases and spreadsheets for various projects, such as committee membership
- Assists account manager with coordination of board meeting scheduling, materials and logistics
- Take Board Minutes as requested
- Maintains team Outlook address book and calendars
- Responds to telephone and written inquiries
- Completes mail merges to include creation and distribution of thank you letters
- Support the organization's ability to respond to emergencies and urgent issues
- Other duties as assigned.

General Office:

- Greets all guests, ensures they are comfortable while advising appropriate staff that guest is waiting.
- Answers incoming calls on the office main line. Deal with inquiries and re-directs calls appropriately
- Initiates outgoing calls as required
- Maintain AV on a Monthly basis; review computers, clickers, projectors and let VP of Ops know of anything that needs repair or replacement
- Mail organizing (by group, throwing away junk, etc)
- Shipping/courier goods
- Files paperwork
- Participates in maintaining a binder of current administrative procedures
- Other duties as assigned.