

Job Description City Club of Eugene

POSITION: Administrator
SUPERVISES: Volunteers
EXEMPT: No

REPORTS TO: Board of Directors
FTE: .75 (30 hours per week)
SALARY: \$1,500 per month

OVERVIEW:

The City Club Administrator is responsible for the operation of the City Club office including making arrangements for Club meetings, membership recruitment and retention, solicitation and renewal of sponsorships, financial record keeping, public relations, coordination of volunteers and interns. The Administrator provides assistance to the Board of Directors, and works closely with the Program Committee, Menus and Venues Committee, other ad hoc committees, and Study Groups.

SPECIFIC DUTIES:

Arrange weekly City Club Meetings

Act as contact with meeting venues for space reservations, catering services, and special arrangements for the Friday meetings in conjunction with the Program Committee and Menus and Venues Committee Chair.

Coordinate meeting arrangements with the Program Committee representative.

Communicate weekly program information to the Club President.

Recruit and schedule volunteers.

Creates signs and flyers for meeting location including notices of future programs.

Ensure necessary meeting materials including brochures, membership forms, and supplies are at each meeting site.

Responsible for deposit and reports of cash and credit receipts of weekly meeting.

Membership

Answer inquiries by telephone, email, and in person regarding Club membership.

Process new membership applications.

Maintain membership records on database software.

Mail renewal notices and process renewals.

Record and deposit membership dues.

Create and maintain member name badges.

Maintain membership statistics.

Financial Responsibilities

Submit financial documentation of cash receipts, credit card charges, invoices, bills, bank deposits, employment, insurance and tax information to club accountant.

Record and deposit membership bills.

Maintain petty cash account for office expenses.

Public Relations

Coordinate public relations for weekly meetings, special events and study groups.

Responsible for weekly news release of meeting information to local media.

Board of Directors and Committees

Attend meetings of the Board of Directors and the Program Committee, reporting on meeting attendance, revenue and expenses, membership and volunteer participation.

Maintain records of Board meetings.

Assist the Program Committee, Menus & Venues Committee, Study Group coordinators, and Special Events Committee.

Maintain calendar of weekly meetings, board and committee meetings, and special events.

Maintain Board and Program Committee rosters, including membership terms.

Volunteer recruitment and scheduling.

Recruit volunteers for weekly meetings, special events and projects.

Maintain records of volunteer hours.

Sponsorship

Solicit and renew sponsorships.

Maintain records of sponsorship agreements and renewals.

Solicit and arrange for in-kind donations.

OTHER DUTIES

Facilitate production of monthly newsletter.

Arrange proofreading and printing with newsletter editor.

Coordinate newsletter labeling and mailing with volunteers.

Write column for newsletter.

Act as contact person for City Club

Communicate with members by telephone, email, and in person regarding membership applications and renewals, program and meeting information, and special events.

Respond to inquiries regarding the Club's mission, program and meeting information, and broadcast information.

Act as registered agent for the non-profit , responsible for corporate records.

Maintain archives of the City Club meetings and manage sale of meeting recordings.

Attend special events and special board and committee meetings.

Other duties as assigned.

QUALIFICATIONS

Three to five years experience in non-profit administration, service club or membership organization, paid or voluntary involvement within the community through civic groups or non-profit boards, fundraising or development, events coordination or management, and/or marketing.

Experience in community relations and general business administration.

Excellent written and verbal communication skills.

Ability to work independently.

City Club of Eugene

Job Description-Administrator

Excellent organizational and project management skills, including ability to multi-task.
Volunteer management experience.
Event management experience.

Computer experience with Windows, MS Office, (Access, Word, Excel) Microsoft Explorer required. Experience with Macintosh OSX, (MS Word and Excel, FileMaker Pro, AppleWorks, Safari) is recommended.

Experience in managing databases, including exporting data for mailings and creating merged letters and labels.

A valid Oregon driver's license and access to a car.