



MOAA-Alamo Chapter

Contractor Position Description

Title: **Executive Assistant (Contractor)**

Importance of Position: Maintain all administrative functions in an efficient and volunteer-friendly manner.

Qualifications:

- Computer literate with knowledge of Word, Excel, Publisher, Quicken, Constant Contact
- Master in organization and efficiency
- Multi-tasking and priority setting abilities
- Self-starter requiring little to no supervision

Responsible to: Chapter President

Major Responsibilities:

- Process new and renewal memberships
- Maintain database, producing reports as needed
- Format monthly newsletter
- Maintain files
- Respond to emails, voicemails and correspondence
- Attend staff & Chapter Board, MACEF Board & Golf Tournament meetings
- Participate in Golf Tournament planning and execution.
- Assist and inform Executive staff
- Coordinate with webmaster on website updates
- Produce event reminders and dues renewal notices
- Maintain financials and fulfill accts payable function
- Maintain administrative requirements of a Private Organization on JBSA
- Update and maintain all forms used within the organization
- Produce advertising and Corporate Partnership renewals
- Take minutes at Staff, Board & Golf meetings and provide all materials
- Process event RSVPs, listings, name tags, place cards and all required registration form & items
- Create & distribute event marketing flyers and rsvp slips
- Track volunteer hours for Ft Sam Volunteer Services
- Prepare monthly financials for Treasurer's review.
- Maintain office building regarding trash disposal, pest control, cleaning and refreshments
- Prepare and execute daily/weekly bank deposits
- Collect mail from P.O. Box and process

Training/Preparation:

- Experience in office management
- Computer literacy with extensive knowledge of Word, Excel, Publisher, Quicken & Constant Contact

Average Time Commitment: 30 hours per week

Length of Commitment: Serves at the pleasure of the Chapter President.

Measures of Success:

- Be the Go-to-Person in the office
- Chapter receives 5 Star Level of Excellence award each year
- Complete all action steps, as assigned, in the chapter Strategic Plan.

Date Prepared: June 2007

Dates Revised: November 2018, July 2024