Bayou Preservation Association – 2016

Office Manager/ Executive Assistant/ Website Administrator

Responsible for providing administrative support to committees of the Board of Directors and the Executive Director to increase support for and awareness of Bayou Preservation Association and its mission.

Responsibilities:

1. Provide office presence for incoming phone calls, emails and paper mail; represent the Bayou Preservation Association and direct inquiries to appropriate staff or board members.
2. Update and maintain Bayou Preservation Association general website; coordinate with other staff and consultants and board members for materials for website.
3. Maintain membership, email and mailing databases, process donations, send acknowledgements for organization.
4. Implement and execute annual membership and/or annual campaign including communicating with the printers about mailing deadlines, updating database with new memberships, and sending acknowledgements.
5. Maintain online membership donations and renewals and sending acknowledgements.
6. Support Executive Director in preparing for Executive Committee meetings, Board of Director meetings, and scheduled committee meetings.
7. Follow up with acknowledgements to correct supporters of Bayou Preservation Association.
8. Assist in creating Bayou Preservation Association newsletter and other written or electronic communication with the members; disseminating information about Bayou Preservation Association projects and events.
9. Maintain Bayou Preservation Association Facebook page including researching educational and informative items that can be posted; finding new ways to increase Bayou Preservation Association fan base.
10. Coordinate with Public Relations Director in maintaining the uniform message both on Twitter and Facebook.
11. Prepare website and Facebook activities reports for the Executive Committee meetings and Board of Director meetings.
12. Support projects committee including volunteer activities, contacts with schools and/or corporations, and other groups or organizations as determined by the Executive Director.
13. Maintain and order office supplies and equipment including contacting copier and printers technicians; computer technician; website server and email provider companies; Office Depot; Ozarka, etc.