

Chestnut Hill Community Association

JOB DESCRIPTION

Job Title: Administrative and Membership Coordinator
Reports To: Executive Director
FLSA Status: Exempt

Position Summary: The Administrative and Membership Coordinator assists with the daily office duties and operations for the CHCA. This position offers administrative support for the Executive Director as well as the Chestnut Hill Community Fund through the direction of the CHCA Executive Director. Position offers paid time off, healthcare benefits and a flexible schedule. Some evening and weekend work is required.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily.

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- Greet visitors and answer the office phone in a friendly manner and assist in handling inquiries and complaints.
- Support the Board and Executive Director by aiding in the creation of meeting agendas and annual schedules, distributing minutes, maintain Board lists, committee lists, prepare binders for new Board members; maintain current Bylaw records, update the CHCA website with Minutes, Board lists, Bylaws, and committee lists.
- Prepare and make bank deposits for the CHCA. Arrange for new bank accounts and signature forms. Review invoices for approval by Executive Director. Maintain records of all deposited checks. Work with the CHCA bookkeeper to ensure deposits are correct and invoices are paid.
- Manage the membership renewal process through the Membership database including monthly renewal notices, membership cards, and thank you letters. Work with the Local's Circulation Manager to ensure necessary information flows between the two organizations regarding the paper. Look for membership process efficiencies and vulnerabilities.
- Prepares correspondence and reports at the direction of the Executive Director
- Support programs and fund-raising events, including Pastorius Park Concerts, Movies Under the Stars, Circle of Trees, community meetings, and other events and initiatives as developed.
- Manage registration needs (i.e., advance registration, on-site registration, and registration reports) for the major CHCA events.
- Work with the Executive Director and Marketing & Communications Director to develop Member Only Events. Manage and staff these events.
- Assist with mailings for the Annual Appeal, maintain records of contributions, prepare acknowledgments for all donors, and prepare Appeal reports.

Chestnut Hill Community Fund

- Assist Executive Director with grant application process for the Chestnut Hill Community Fund including follow-up with applicants, dissemination of grant applications, etc.
- Work with Fund Bookkeeper to prepare financial disbursements to grant recipients.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- Excellent writing and speaking skills to communicate with people of diverse backgrounds and interests.
- Excellent organizational skills, computer skills (proficiency in Word, Excel and use of a database), and

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- proofreading skills; attention to detail.
- Flexibility in order to work effectively with the organization's changing needs, priorities, and management styles.
- The ability to work independently, multi-task, and prioritize day-to-day and long-term projects.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Familiarity with the area located within the 19118 zip code is helpful but not required. Employee should have experience working in a small office, preferably a non-profit organization. They must be able and willing to take direction and prioritize tasks. Commitment to a regular schedule and being punctual is essential. Employee must be able to lift boxes and materials to and from various events. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Bachelor's degree in a related field (preferred)

Supervisory Responsibilities: None

Salary Range: \$39,000 - \$41,000 depending on experience.
