

CR-30 JCNA Assistant Administrator Report



April 2, 2016

The part-time Assistant Administrator reports to the President.

Assistant Administrator Functions

- Maintain JCNA Roster
- Performs clerical level tasks of a confidential nature including but not limited to email correspondence with members and club
- Communicates in a positive and effective manner with officers, clubs, members, and the general public
- Answers telephone, takes messages and answers inquiries within assigned scope of responsibility
- Prepares reports
- Performs other duties assigned.

Required Knowledge, Abilities, and Skills

- Maintain a high level of confidentiality
- Provide computer(s), printers, and other office equipment
- Manage remote office and high-speed Internet communications
- Work with Excel spreadsheets
- Enter changes in member records
- Enter member and club payment data

- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and/or schedule
- Work independently and organize complex clerical tasks
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain various organizational systems needed
- Use outside vendors as needed for mass mailings
- Manage, assemble, and issue new member packets
- Maintain inventory of magazine back-issues for replacement and for new members
- Prepare and issue JCNA membership cards as needed
- Work harmoniously with individuals and groups
- Maintain financial records and make basic math computations quickly and accurately
- Skill and knowledge in the operation, use, and care of office equipment
- Knowledge of business English, spelling, punctuation and grammar
- Knowledge and proficiency in the use of technology (i.e. computers, word processing, spreadsheets, the Internet, perhaps database(s), and PowerPoint)
- Accomplish spreadsheet entry and data reporting work responsibilities with minimum supervision
- Knowledge and ability of record keeping methods, keyboarding, and preparation of correspondence
- Knowledge of the functions of the various parts of JCNA

Activities

Administrative Assistant functions performed during the most recent 10 months include:

- Maintain JCNA Roster in Microsoft Office 365 in Cloud
- Enter member additions, address changes, and other data changes in real-time
- Answer requests for analysis by President, Board, Executive Committee, and Committee Chairs
- Constant club and member communications
- Prepare expenses for reimbursement plus AP invoices for outside vendor services prior to payment by Treasurer
- Respond to emailed and telephoned questions
- Continue to improvement accuracy of JCNA Roster and communications

Prepared by

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