



Services to be Provided by Contractor

ADMINISTRATIVE

- Answers phone, returns calls, checks/answers email during BUSINESS HOURS 9-5 M-F, forwarding as necessary
- Maintains contact lists (member emails, board contacts, volunteers, other)
- Sends communications to Board of Directors on behalf of President (agenda, etc.)
- Manages snail mail
- Attends board and committee meetings, helps prepare agenda as needed by president
- Arranges photos to be taken for use in newsletter
- Maintains email list and direct mail lists – members, elected officials, libraries, other
- Office upkeep – orders supplies, orders Board of Directors' name tags and keys, when necessary
- Shares opportunities for partnerships, events, etc. to Board of Directors with recommendations
- Assists with writing grants for specific programs

MARKETING - Works with marketing outreach committee to implement Marketing plan:

- Manages photos for use in communications, labels and organizes in drop-box
- Updates website monthly/weekly (home page, landing pages, forms, news articles, board portal) including image editing; works with existing website template and formats
- Newsletter – writes articles as needed, PROOFREAD, update archives, coordinate mailing
- Creates member emails bi-weekly w/ program reminders, legislative issues, etc.
- Adds events on ASO website calendar and outside news outlet event calendars
- Social Media – posts relevant news items, updates, reminders, events etc. on Facebook

PROGRAMS AND EVENTS

- School Programs – assists Education Chair maintain permits, assist with getting supplies
- Art Show – assists Art Show Chair with packaging and labeling prizes, proof items as needed
- Bird Counts – coordinate and manage Christmas bird count dinner
- Fundraising – *Help with content on website, calendar, social media promotion and thank you notes*
- Bird Seed Sale – Coordinate mailing, update website and online registration form
- Member meeting/programs - Assists with programming details for monthly meeting
- Education - Assists with field trip details

VOLUNTEER COORDINATION

- Coordinates recruiting and managing volunteers for all events/projects/programs; (Bird Seed Sale, Art Show, Earth Day, Prairie Upkeep, etc.) with program/project/event owner
- Keeps database of volunteers, waivers/releases, takes/collects photographs
- Tracks volunteer hours
- Acknowledges and thanks volunteers

Additional services may be added by parties by mutual agreement in writing.

The Contractor will notify the Organization if the Contractor is temporarily unable to provide the ADMINISTRATIVE duties for a period of one week or more.