



Audubon Society of Omaha

Executive Administrator Position (Jr. Director)

WORK HOURS:

- Variable: 12-45 hours per month (less frequent in the summer)
- Evening meetings: 2-6 per month
- Weekend hours: Infrequent (2-5 times per year)
- Can work for home 50-70% of the time

ADMIN DUTIES

- Answers phone and returns calls during BUSINESS HOURS 9-5 M-F
 - Answers basic questions or forwards messages to appropriate BOD or Chairman
- Checks/answers email during BUSINESS HOURS 9-5 M-F
 - Answers basic questions or forwards messages to appropriate BOD or Chairman
- Maintains contact lists (member emails, board contacts, volunteers, other)
- Sends communications to BOD on behalf of President (agenda, etc.)
- Manages snail mail
- Attends board and committee meetings, helps prepare agenda as needed by president
- Attends monthly member meeting OR field trip, takes photos for use in newsletter
- Works with membership committee to manage membership list
- Office upkeep – orders supplies, orders BOD name tags and keys when necessary, organizes

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

- List management –
 - Works with National to update members' contact information
 - Maintains email list and direct mail list – members, elected officials, libraries, other
- Manages photos for use in print and electronic communications, labels and organizes in dropbox
- Updates website monthly/weekly (home page, landing pages, forms, news articles, board portal)
 - Formats photography to size needed for use on web
 - Works with existing website template and formats
- Newsletter – writes articles as needed, PROOFREADS, updates archives, coordinates 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 FB

PROGRAMS AND EVENTS

- School Programs – assists Education Chair to maintain permits, assists with getting supplies
- Art Show – assists Art Show Chair with mailing labels, proofs items as needed
- Bird Counts – coordinates and manages Christmas bird count dinner
- Omaha Gives – Helps with photos on page, social media promotion
- Bird Seed Sale – Coordinates mailing, updates website and online registration form
- Member meeting/programs - Assists with programming details for monthly meeting
- Education - Assists with field trip details

VOLUNTEER COORDINATION

- Recruits and manages volunteers for all events, work projects and programs: Bird Seed Sale, Art Show, Earth Day, Prairie Upkeep, Banquet, other
- Keeps database of volunteers, gets waivers/releases, photographs them for news + emails
- Tracks all hours and reports to BOD
- Acknowledges and thanks volunteers with special event or gift

EXECUTIVE

- Brings opportunities for partnerships, events, etc. to BOD with recommendations
- Writes grants for specific programs
- Reports status of board business when Chair is unavailable
- Gives report of hours spent each month for each area of responsibility
- Develops Marketing plan with Marketing/Outreach committee

SKILLS: In-depth knowledge of Excel, excellent proofreader familiar with AP style, minor photoshop skills, will train to use specific tools for website maintenance and email production

TRAITS: Self starter, professional, problem solver, able to help prioritize work

IMPORTANT: Supports the mission, vision and strategy of Audubon Society of Omaha