**ADMINISTRATIVE COORDINATOR**

**Major Function**

The NASW-WI Chapter Administrative Coordinator is responsible   
for the daily management of the non-profit organization’s office operations.

**Duties and Responsibilities**

 Managing Editor/Designer of

 Quarterly Chapter Newsletter

 Chapter Website

 Chapter’s direct mail, advertising, and other   
printed material designed to establish and   
maintain the Chapter's level of public visibility.

 Manages the promotion, production and distribution of the Winter Webinar Series.

 Manages Chapter Online Learning Portal by audio   
editing, preparing, and transferring recorded courses   
to the portal.

 Marketing Manager for the chapter, promoting all events and news to our members using multiple media platforms.

 Sales Manager for all job postings, advertisements, and   
label sales.

 Manages the scheduling, planning, preparation, execution and administrative support for Chapter workshops,   
webinars, conferences, and board meetings. Handles   
communication and preparation with presenters.

 Financial Management

 Manages account payables and receivables.

 Maintains accounting general ledger and prepares monthly financial reports.

 Manages the utilization of all forms of accounts receivable (credit card, cash, check and   
e-commerce).

 Manages and maintains the Chapter QuickBooks Pro financial software database.

 Manages purchases by monitoring and maintaining office supplies and equipment inventory.

 Implements and Conducts NASW-WI Elections

 Corresponds with nominees

 Creates all voting media

 Collects and announces election results

 Board of Directors meeting coordination.

 Assist with the CE Approval Program by processing all   
financial transactions, maintaining approved programs list, and processing repeat programs.

 Assist with Annual Conference by processing all financial transactions, promoting attendance through various media platforms, and providing support prior to and onsite   
throughout the conference.

 Manages, assists, and trouble-shoots the use of the chapter in-house peer-to-peer workstation network and software.

 Manages the communication with all NASW WI   
members. Tracks and manages the monthly New   
Member Report.

 Manages and maintains various Chapter databases   
utilizing SharePoint software for specialized   
member lists.

 Manages relationships with vendors.

**Manages and Utilizes the Chapters Software   
Applications:**

 Microsoft Office Suite - Word, Excel, Outlook,   
PowerPoint, Publisher, Picture Manager

 QuickBooks Pro - Financial software

 WordPress - Website software

 E-Ply - Event registration software

 AuthNet - E-commerce software

 Constant Contact - E-mail marketing software

 Survey Monkey - Online survey software

 WavePad - Audio editing software

 InReach - Online learning

**Minimum Work Requirements**

I. SKILLS: Excellent customer service skills. Well-developed organizational skills. Good editing, oral and written communications. Ability to handle a wide variety of projects simultaneously. Ability to establish and maintain a positive rapport with a broad spectrum of individuals. Disciplined, self-motivated with the ability to set priorities and work independently in a time efficient manner. Limited state travel required.

2. KNOWLEDGE: Excellent knowledge of Microsoft office package. Good knowledge of website management and uploading. . Knowledge of filing systems, automated office systems and general office policies and procedures. AA or BA/BS Degree in Marketing, Business, Communication or related field strongly preferred.

3. EXPERIENCE: Requires a minimum of 3-5 years experience in an administrative or management capacity with progressive responsibilities.