

Job Description

JOB TITLE: Executive Director
REPORTS TO: Executive Committee
FSLA: Exempt
DATE: March 4, 2013

Job Summary:

Support the ACC-SoCal Chapter President and Board of Directors by performing various supervisory and administrative functions including creating and coordinating calendars and meetings, maintaining reports and undertaking projects as required or requested.

Essential Functions:

- Provide direct support to the President
- Support day-to-day chapter activities, including but not limited to:
 - preparing draft agendas and minutes for all meetings
 - tracking member attendance for each program
 - maintaining calendar activities for the year
- Managing operations of all programs and services
- Supervise third party vendors and sponsor events (e.g. coordinating dates, venues and titles)
- Establish and maintain relations with sponsors and members

Experience/Training/Education/Certification:

- Minimum 3-5 years administrative experience.
- Minimum education: 2 years college; BA degree preferred
- Proficiency with Microsoft Outlook, Word and Excel.
- Detail oriented with the ability to maintain professionalism under pressure.
- Demonstrated ability to organize, prioritize, meet deadlines and change course of action quickly.
- Ability to maintain confidentiality and ethics.
- Effective communicator, both verbally and written.
- Positive attitude and the ability to be proactive, resourceful, and to work effectively as part of a team.
- Ability to take initiative, make decisions and work with minimum supervision.

Physical demands (ADA):

- General office environment
- Hearing, seeing, speaking, sitting for long periods, hand dexterity for computer use and filing, bending, stooping, reaching, performing manual tasks, walking

2013 - 2014 Goals

- Establish best practices for chapter programs and services
- Assist in preparation and drafting of Chapter of the Year application, identifying and assembly of relevant data and supporting documentation
- Create lists of potential new members to target for chapter growth
- Create and maintain updated sponsor list
- Attend a skills development course

Work Environment:

Work is normally performed in a typical interior/office work environment. However, candidate is also required to travel and attend Board events, as well as executive committee offices. Candidate must be able to multi-task in a constantly changing environment, meet pressure deadlines and time constraints and manage moderate physical activity (ability to lift 30 lbs).

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature Elizabeth SMA Date 3/4/13

I have received a copy of the job description.