EAA
Job Description

Job Title: Program Administrator
Department: International Aerobatic Club
Reports to: Executive Director, IAC
Status: Full Time (Exempt)
Revision Date: December 7, 2000

SUMMARY

- Responsible for the program administration of the IAC Contest Program and Recreational Aerobatic Program.
- Coordinates IAC special events under the direction of the IAC Executive Director.
- Management of display and classified advertising in *Sport Aerobatics* Magazine.
- Administers the IAC merchandise program.

CONTEST ADMINISTRATION

- Responsible for management of IAC-sanctioned contest program.
- Work with IAC staff and committee members to review, revise and produce contest letters, forms, guidelines, and scoring software for the current contest season, based on IAC rules and policy. Purchase supplies and assemble contest director's packet for each season. Send to each contest when sanctioned.
- Work with Rules Committee and IAC staff to maintain Unknown files. Distribute appropriate unknowns to each contest as directed by IAC rules and policy.
- Handle all contest inquiries and correspondence. Responsible for contest notice in magazine calendar and on the web-site.
- Maintain contest files with all documentation required by IAC rules and policy. Coordinate with insurance company. Work with sanction and contest management committee as necessary.
- Work with accounting to process payments received and generate invoices and refunds. Provide reports to accounting as necessary.
- Responsible for verification of official contest scores per IAC rules and policy. Work with contest director and rules committee as necessary.
- Generate contest results and calendar listings for magazine and IAC web-site.
- Verify contest judges information.
- Submit copy of contest scoring disk to awards committee for pilot standing reports. Assist committee as necessary. Enter pilot performance data in IAC database.
- Maintain grass roots flight medal winners and collegiate award databases. Submit information to awards committee and magazine editor as needed.

RECREATIONAL AEROBATIC PROGRAM ADMINISTRATION

- Handle rally inquiries and correspondence.
- Work with rally sanction committee and insurance company to sanction the rallies.
- Maintain rally files with all documentation required by IAC rally guidelines.
- Work with accounting to process payments received and generate invoices and refunds.
- Generate reports and calendar listings for magazine and IAC web-site.

MERCHANDISE PROGRAM

- Administer the IAC merchandise program under the direction of the IAC Executive Director – to include but not limited to the following:
- Insure IAC has new, exciting and marketable merchandise.
- Preparation of purchase orders to order merchandise.

- Make sure inventory levels are appropriate.

SPECIAL EVENTS COORDINATION

- Championship Events - to include but not limited to the following:
  - Solicitation of advertisers and preparation of Program Book.
  - Assist in sales of merchandise by packaging sales inventory and shipping to destination. Prepare list to ensure the merchandise is properly tracked in the inventory system and accounting has a report of inventory that has been sent. Count returned merchandise and report to accounting to properly return merchandise to inventory.
  - Preparation of award banquet – Prepare banquet awards book and banquet tickets.
  - Assist Executive Director with obtaining sponsorships for each event.
  - Record sponsors and amount of sponsorship. Ensure each sponsor receives proper recognition, invoice sponsors, and facilitate the thanking of the sponsor.
  - Work with the Awards Chairman and trophy suppliers to assure the proper awards are ready to be presented at the Awards Banquet.
  - Mail unclaimed awards to recipient of award.
- AirVenture - to include but not limited to the following:
  - Responsible for assisting in design of merchandise area.
  - Responsible for picking up start-up cash for sales areas each day.
  - Responsible to ensure cash register is properly manned with a competently trained person each day.
  - Responsible for sales area being stocked, neat and clean and ready for the public each day.
  - Responsible for close down of each cash register each evening and to prepare sales reports for EAA accounting each evening.
  - Assist IAC Staff to ensure all needs are met for her area of responsibility.
- Sun ‘n Fun – to include but not limited to the following:
  - Assist in sales of merchandise by packaging sales inventory and shipping to destination.
  - Prepare list to ensure the merchandise is properly tracked in the inventory system and accounting has a report of inventory that has been sent.
  - Count returned merchandise and report to accounting to properly return merchandise to inventory.

SPORT AEROBATICS MAGAZINE - ADVERTISING

- Responsible for management of display and classified advertising in Sport Aerobatics Magazine.
  Help solve advertising problems with advertisers.
- Work with EAA Editor and Chief and Sport Aerobatics Editor to ensure advertising reports are complete and on time and ad materials reach the Graphics coordinator by deadline.
- Prepare reports to IAC Officers regarding status of display advertising.

ADMINISTRATIVE

- Assist Executive Director and IAC Staff with purchase of inventory and office items for contests and recreational rallies.
- Assist Executive Director and IAC Staff with budgeting for contests and recreational rallies.
- Assist in providing support to all IAC members by answering questions and locating resources.

QUALIFICATIONS

- Strong written, verbal and organizational skills, including the ability to manage multiple tasks simultaneously.
- Ability to work independently, work under pressure of deadlines, handle multiple priorities and pay close attention to detail.
- Supervisory skills.

- Ability to deal effectively, tactfully and pleasantly with all IAC and US Aerobatic Foundation staff, members, customers, and the EAA Aviation Foundation, EAA and its divisions.
- Strong, accurate typing skills (70 wpm), transcribing and related skills.
- Working knowledge of Windows 2000, Office 2000 including Word, Excel, Access Publisher, PowerPoint, Outlook and the Internet.

EDUCATION and/or EXPERIENCE

- Some college, technical school training or equivalent work experience required.
- Two or more years of secretarial or related EAA experience preferred.
- Interest in aviation a plus.