EAA
Job Description

Job Title: Administrative Assistant
Department: International Aerobatic Club
Reports to: Executive Director, IAC
Status: Part-Time (20-25 hours)
Revision Date: December 7, 2000

SUMMARY
Responsible for coordinating all facets of the IAC Judges Program including judges schools, judges revalidation and currency testing, maintenance of judges' records and polling of judges for IAC Championship events.
Administration of membership and general inquiry information requests.
Responsible for day-to-day accounting procedures.
Provide administrative support to the Executive Director and Program Administrator.

JUDGES PROGRAM COORDINATION

Judges School Program
Work with judges school committee chair and IAC staff to review, revise and produce information letters and forms for the current school season, based on IAC rules and policy. Work with judges school committee chair, IAC staff, warehouse manager and print shop manager to produce and assemble school materials for each season.

- Handle school inquiries and correspondence.
- Work with judges school committee chair for dates and locations of scheduled schools. Generate calendar listings for magazine and IAC web-site.
- Maintain school files.
- Responsible to contact each school host for materials needed and work with warehouse manager to have them packaged and shipped to arrive during the week before the school.
- Work with school host after completion of school to have unused materials returned and collect income.
- Work with accounting to process payments received and generate invoices and refunds.
- Compile financial data for judges school summary sheet and distribute.
- Enter school attendees in IAC judges database.

Judges Certification Program
Responsible for coordination of IAC judges' school certification program.

- Design and update of Judges record, and all pertinent reports.

-
- Work with Judges Certification Chair to send the annual letter, Revalidation and Currency test, and judge's records to each current judge.

- Maintain judge's records and enter all changes in judge's status as advised by judging chair. Update and produce current judges list as required.

- Handle all judge inquiries and correspondence.

Judges Polling and Record-Keeping

Assist in National Judges selection for IAC Championship events by preparing invitation mailing to National Judges.

- Prepare poll and mail to competitors of IAC Championship events for their choice of Judge.

- Enter regional and national contest judges information into judges database.

ACCOUNTING

Responsible to work with accounting department, IAC Treasurer and Executive Director for all IAC accounts receivable and accounts payable.

- Check invoices for accuracy, code and enter requisitions and purchase orders.

MEMBERSHIP ADMINISTRATION

- Handle correspondence and other communication with IAC members, vendors and other contacts.

- Provide support to all IAC members by answering questions and locating resources.

- Responsible for communication to IAC Chapter Presidents for the following items:

- Notification of dates of the IAC Board of Directors meetings and deadlines to contact director with concerns or agenda items for the meeting.

- Sending IAC Board of Director minutes.

- Sending a monthly list of new members

ADMINISTRATIVE

- Responsible for management of IAC Policy and Procedures Manual and IAC Bylaws.

- Work with Executive Director, IAC Board of Directors and committee members to review, revise and produce the IAC Policy and Procedures manual and the Bylaws.

- Responsible for maintenance of the IAC Directory Aerobatic Schools

- Each year contact all schools on the list to update and correct the information in listing.

- Throughout the year handle the addition of new schools to the list.
- Ensure the design of the list is clear, and the list contains the information needed.
- Assist Executive Director and IAC Staff with purchase of inventory and office items for judges schools.
- Assist Executive Director and IAC Staff with budgeting for judges schools.
- Assist at AirVenture and other IAC events, as necessary.
- Provide clerical support to Executive Director and IAC Staff, including: filing, photocopying, assembling of meeting materials and faxing.
- Provide receptionist support to the EAA Receptionist as required.
- Miscellaneous duties as arise.

QUALIFICATIONS

- Strong, accurate typing skills (45 wpm), transcribing and related skills.
- Working knowledge of Windows 2000, including Word, Excel, Access, Front Page, Publisher, Outlook and the Internet.
- Strong written, verbal and organizational skills, including the ability to manage multiple tasks simultaneously.
- Ability to deal effectively, tactfully and pleasantly with IAC staff, members, customers, and the EAA Aviation Foundation, EAA and its divisions.

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.