



TPA ADMINISTRATOR JOB DESCRIPTION

POSITION

The Administrator is responsible for a range of support and maintenance functions to insure that The Professional Association (TPA) board of directors fulfills its objectives for the development of Boys & Girls Club professionals. This may include serving as the coordinator for all committees, maintaining the integrity of membership information, supporting recruitment and retention of membership, and spearheading communication between the board and other TPA stakeholders.

SCOPE OF AUTHORITY

The Administrator reports to the TPA President. The Administrator has oversight of the TPA Webmaster. Manage and assure accuracy of data base/bulk membership

DESIRED QUALIFICATIONS

- Ability to work and communicate with several committees.
- Good character
- Integrity
- Accountability
- Good judgement
- Customer Service
- Relationship with Boys & Girls Clubs of America

GENERAL RESPONSIBILITIES

- Respond to all TPA members' and board members' correspondence within 48 hours..
- Manage logistics for committees' conference calls.
- Schedule and attend committee conference calls and serve as a reference.
- Attend all TPA Board meetings and the BGCA National Conference.
- Locate and negotiate suitable board meeting hotels/facilities and coordinate meeting logistics.
- Keep the TPA website updated with current/accurate information

- Spearhead and manage all TPA electronic communication.
- Respond to and/or resolve members' concerns within 48 hours.
- Assist in the process of maintaining calendar of meetings and/or events

SPECIFIC RESPONSIBILITIES

- Provide administrative support for Board members and committees as it relates to TPA.
- Monitor and maintain all TPA records.
- Submit check request and deposit TPA funds
- Collect and distribute communication from all committees.
- Distribute meeting minutes.
- Implement and monitor the TPA scope of work.

- Work with the committee chairs to assure meetings and conference calls take place

- Coordinate with Treasurer and/or bookkeeper on all accounts payable/scholarships
- Manage scholarship program (i.e. process notifications, check requests, documentation)
- Process new members (packets and certificates), manage membership renewals (tracking and communications), facilitate membership recruitment, and manage new and recertify TPA chapters.
- All other responsibilities pertaining to this position include, but are not limited to:
 - Data entry
 - Attend meetings, as required
 - Provide administrative support to recognition and chapter chair committees for regional and national award selection process.
 - Coordinate the process of ordering awards.

ESSENTIAL ABILITIES:

- Website administration
- Social media management (i.e. Facebook, Twitter, Tumblr, etc.)
- Ability to travel, time management, and ability to multi-task.
- Ability to communicate through verbal and written communication.
- Knowledge of Finance/budget procedures

REQUIREMENTS

- Minimum of 5 years' experience in an administrative position
- Experience with database management
- Experience with BGCA movement preferred