



CHAPTER ADMINISTRATOR POSITION

American Public Works Association- New York Chapter

Position is for the **NEW YORK CHAPTER** of the American Public Works Association, a not-for-profit corporation. The Chapter is an educational association and in the conduct of said business desires to have certain administrative services performed by an Administrator.

Nature of Work

The Administrator will perform administrative services on behalf of the Chapter with respect to matters relating to or affecting the Chapter as follows:

- Act as first line of contact for Chapter.
- Assist with the planning, promotion and administration of Chapter events including the Annual Conference. Duties include overseeing attendee registration, exhibitor sales and registration, compiling event reports, production of attendee handout materials, assisting with site selection and negotiation of event contracts and serving as onsite meeting manager to oversee logistics – including facilities, catering, Audio Visual and other vendor services.
- Process and post payments for event registrations, sponsorships and exhibitor sales.
- Maintain Chapter database as to processing requests for mailings and distribution of materials to members, vendors and sponsors.
- Establish a support network between the Chapter and the five (5) Branches.
- Work with the Chapter Website Administrator in editing content and event registration on chapter website, Facebook and Twitter.
- Represent the Chapter/Branches at Regional and/or National events, as required.
- Maintain an office with sufficient equipment to conduct the routine business of the Chapter at his/her expense; including, rent, utilities, telephone, fax, copier, scanner, office supplies, etc. as needed.

Public works industry, event coordination, and Not-For-Profit experience is a plus. The Chapter will pay the Administrator a monthly salary, with potential to earn an annual bonus. All expenses for traveling while away from the Administrator's place of residence for the purpose of conducting Chapter business, will be paid as authorized by the Chapter Executive Committee. Mileage reimbursement, as authorized by the Chapter Executive Committee, is current rate issued by the IRS for mileage incurred on behalf of the Chapter. Reimbursement for miscellaneous expenses incurred (i.e., for printing, postage, etc.) as authorized by the Chapter Executive Committee. The Administrator shall not be deemed to be an employee of APWA, but an Independent Contractor for all purposes and at all times. Position requires a minimum of 1-year term contract that goes up for renewal on a yearly basis. Send letter of interest or inquiries to Jon R. Putnam, Chapter President, for consideration, at email: Jon.Putnam@ghd.com, or address: 1 Remington Park Drive, Cazenovia, NY.