NEWSLINE ADMINISTRATIVE ASSISTANT

SCOPE OF CONTRACT

The NEWSLINE Administrative Assistant will:

Assist the NEWSLINE Director with preparing the annual report for approval at the Annual State Convention by the Affiliate Board of Directors.

File all documentation submitted by NEWSLINE Outreach Coordinators.

Maintain all program records including correspondence in an orderly and accessible electronic form and assure that on-site and off-site backups of all records are maintained and kept current.

Maintain spreadsheet of new subscribers/existing subscribers contact information and log in information.

Manage all program related correspondence and assure that such correspondence is logged, timely distributed, and acted upon as directed by the NEWSLINE Program Director and/or the Affiliate President.

Answer incoming calls and emails, and help process submitted applications from potential subscribers.

Assist with arranging for travel and accommodations of NEWSLINE Outreach Coordinators and track areas of the State targeted by NEWSLINE Outreach Coordinators within the month.

Assist in the development, editing and production of presentation materials and program information such as newsletters and handouts.

Receive, review, and file receipts submitted by NEWSLINE Outreach Coordinators for reimbursement and issue reimbursement payment requests from NEWSLINE Outreach Coordinators to the Affiliate President after receiving approval by the NEWSLINE Program Director.

Prepare and submit all required contract paperwork related to the NEWSLINE Program including documentation, processing and completion of claims due and/or owing.

Perform other duties as assigned by the NEWSLINE Director or Affiliate President.