

**CHAPTER ADMINISTRATOR**  
**PA-NJ Chapter of The American Chestnut Foundation**  
*Job Description*

The Chapter Administrator position is responsible for the day-to-day operation of the Leffel Center, headquarters of the PA-NJ Chapter of The American Chestnut Foundation (TACF) and reports to the TACF Chief Conservation Officer based at Penn State University. In addition to management of daily operations, the administrator will perform duties relating to the chapter events, membership, board communications, media, and accounting. Specific responsibilities listed below.

**Position Specifics:**

Employment: Part-time, ~20 hours / week

Office location:

Pennsylvania State University

108 Research A Modular Lab

118 Serviceberry Rd

University Park, PA 16802

Travel: Limited

**Duties and Responsibilities:**

DAILY OPERATIONS

- Check and respond to chapter email and phone calls
- Maintain office supplies
- Manage Chapter Merchandise and store

EVENTS

- Manage volunteer outreach events
- Plan two member meetings each year: securing a venue and catering, as well as scheduling educational presentations.

MEMBERSHIP

- Manage member database for the Chapter
- Membership and Donation acknowledgements

COMMUNICATIONS

- Maintain website, including the chapter calendar ([www.patacf.org](http://www.patacf.org))
- Create and send a monthly e-Newsletter and manage social media presence (Facebook and Instagram)
- Create and mail a twice annual print newsletter.

## ACCOUNTING

- Manage chapter debit account
- Support the Board treasurer with accounting matters including maintenance of QuickBooks.

## BOARD

- Support Board president with board correspondence
- Serve as Board secretary at Board meetings
- Serve on Board committees

## QUALIFICATIONS

- A working knowledge of computer software packages, databases, and reporting systems, such as Microsoft Publisher, Word, and Excel. Experience with Adobe products such as Acrobat, Microsoft, and Quickbooks is preferred.
- Preference will be given to applicants with enthusiasm for and/or background in ecological, environmental and/or forestry sciences and the mission of TACF.
- Ability to write clearly, and to communicate and work well with people is required.

## **To Apply**

To apply for this position, you must apply through the Penn State job site. If you are interested, please contact Jean at [mail@patacf.org](mailto:mail@patacf.org) and she will email you the link as soon as it is posted.

Please refer any questions to Sara Fitzsimmons or Jean Najjar at 814-863-7192