



A Motivating Love 

Position Description

Duties of 2nd Admin

Position: Support Team

Reports to: Executive Director

Skills:

- Administration
- Marketing Skills
- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of A Motivating Love
- Active Volunteer (if local)
- Self-Aware
- Connected in Community
- Ability to Analyze and Take Risks
- Commitment to A Motivating Love
- Good Facilitator
- Networking Ability

Time Commitment: Approximately 10-15 hours per month

Responsibilities

- Responsible for maintaining Inbox and responding to emails within 24-48 hours
- Commit to the mission and work of A Motivating Love
- Serve on a task force or committee
- Attend regularly scheduled board meetings
- Support of events and programs
- Promote the organization in the community
- Keeps record of Board attendance and Luncheon attendees
- Records minutes of meetings
- Writes 4 (four) articles for the organization within its theme per fiscal year
- Use organization email, signature and G-suite products assigned to organization
- Available to have face meetings on Skype and/or Google hangouts, if not in the local area
- Use of Grammarly for spelling and punctuation

Special Projects

May be Lead Admin on certain projects

Responsible for maintaining Inbox and responding to emails in a timely manner

Assistance with follow-ups and sponsorship campaigns

Evaluation: Self and by the Executive Director, semi-annually