



Central PA Chapter

PRSA Central PA Chapter Administrator Details

Hours: Up to 15 hours per month | Compensation: \$300/month

Hours vary widely depending on the time of the year and events of our chapter but will approximately be from a minimum of three hours to a maximum of 15 hours per month.

PRSA Central PA Tools

Proficiency in the following tools is preferred, but training can be provided:

- WordPress
- Gmail and the Google Drive platform
- JotForm
- MailChimp

PRSA Central PA Chapter Administrator Responsibilities

COMMUNICATIONS

- Distribute and/or post content, including events and the monthly newsletter, on the website based on timely receipt of materials from the leadership team. Content may include upcoming events, internships and employment opportunities, newsletters, images, and recaps of past events.
- Help “onboard” new members with welcome support, adding them to newsletters and LinkedIn groups, etc.

WEBSITE

- Post content, including events, bimonthly newsletter articles, and job postings, on the website based on timely receipt of materials from the leadership team.
- Update website to ensure information is up to date.
- Serve as chapter contact on the website and forward inquiries and emails to the appropriate chair or president, if vacant.

- Provide support expertise to the leadership team to maintain and update the PRSA Central PA Chapter website.
- Continually recommend website features.

EVENT SUPPORT

- Promote via e-blasts and post event information on the website.
- Create an online registration page via JotForm and PayPal.
- Provide pre-registration lists as requested.
- Prepare attendee badge file for in-person events.
- Send invoices with applicable discounts for group registrations.
- Process funds, i.e., transfer PayPal balance to chapter bank account.
- Process refunds for cancellations made according to chapter policy.

KEYSTONE AWARDS

- Update the website with contest information each summer, primarily updating dates.
- Market contest on website, via newsletter, and emails (Mailchimp) as directed.
- Update judging forms on website via Google Form.
- Respond to submitters' questions, refer to the leadership team as needed.
- Troubleshoot submission and payment issues refer to the leadership team as needed.
- Once all submissions are received, organize files for judges in Google Drive (see contest procedures).
- Promote the awards event on the website, via newsletter, and emails as directed.

ADMINISTRATIVE SUPPORT

- Maintain a current roster of officers, board, and leadership committee members.
- Provide administrative assistance to officers, directors, and committee chairs as requested.
- Maintain all social media account passwords.
- Attend monthly board meetings at 11:30 a.m. on the first Thursday of the month.