



**Contact:**

Dawn Mages, Executive Director  
1208 North Howard Ave, Tampa FL 33607  
813-229-3411 201 / dawn@aiatampabay.com

**Assistant to the Executive Director**

**Hours:** 20-25 hours, Monday through Friday, occasional evenings/weekends as needed

**Salary:** \$20.00/hr (Payroll is generated twice each month on the 1<sup>st</sup> and 16<sup>th</sup>)

- Answer phones and emails, and assist inquirers as needed. Often requires research, follow-up and providing relevant resources to callers.
- Post and remove job ads on the chapter's website, invoice and collect payment as needed.
- File courses for continuing education credit on AIA National website, submit names for credit.
- Receive and fill contract document orders – order documents, create invoices, process payments, maintain accounts receivable, deposit checks
- Maintain online Association Management System including creating event forms for registration, maintaining membership database, recording payments made offline
- Maintain records and follow up on accounts receivable for sponsorship and events. Contact and follow up with non-renewed members.
- Assist with meetings and events including venue research, coordinating catering, setup, cleanup, obtaining insurance certificates and more.
- Ensure maintenance of space including coordinating vendors (cleaners, pest control, etc.) and day to day cleanup and set up of space for meetings and events.
- Purchase and maintain office and event supplies
- Assist the Executive Director as-needed
- Assist at events as needed.

**Administrative Assistant**

AIA Tampa Bay is Hiring! We are in search of an experienced individual to join our small but mighty team. Being highly organized, flexible, skilled in computers, and accommodating are essential to this role. You will work closely with the Executive Director on a plethora of administrative tasks as well as manage the organizations sale of AIA contract documents.