

Common Administration Tasks

Communication

- ❖ Monitoring the club general inquiries email
- ❖ Preparing newsletters
- ❖ Posting information on social media
- ❖ Updating the outdoor sign
- ❖ Graphic design support

Technology Support

- ❖ Website administration
- ❖ Website updates
- ❖ Data management and reporting
- ❖ Data entry
- ❖ Google workspace administration

Information Management

- ❖ Document club policies and processes
- ❖ Create reusable templates and how-to guides
- ❖ Review and archive documents (electronic and paper)

Grant Applications

- ❖ Monitor and review posted grant opportunities
- ❖ Prepare grant submissions