

TAMBA Administrative Assistant

Job Duties 2020

- Daily, check TAMBA email daily and respond to or forward inquiries
- Daily, check Salesforce for donations. (Donor-acknowledgement letters automatically sent through Salesforce)
- Weekly, pick up mail at PO Box; open mail, scan documents and send to appropriate board member; copy checks; fill out paperwork when needed
- Weekly, send donor-acknowledgement letters to donors for PayPal and check donations. Enter check and PayPal donors into Salesforce.
- Weekly, send t-shirts and socks to high-value donors.
- Weekly, drop off checks and other documents to Treasurer as needed
- Weekly, manage membership database in Salesforce.
- Weekly, add supporting documentation to Quickbooks Online.
- Monthly, add new sponsors/donors to TAMBA website, delete donors that are over 12 months old.
- Monthly, help create and send newsletter.
- Monthly, maintain leadership team volunteer list on Google Drive
- Monthly, attend board meetings and take notes, coordinate with the Secretary
- Monthly, check Salesforce and Quickbooks for transaction alignment
- Quarterly, collect grant documentation and submit quarterly RTP reports
- Annually, file Attorney General, Secretary of State and all required reports for California and Nevada businesses.
- Annually, work with treasurer to file raffle registration, raffle reporting and charity registration.
- Annually create volunteer list and mail thank-you cards
- Annually, review and help renew TAMBA insurance (GL, Accident, Trailer/BBP tools, Events, and D&O). *Not Work Comp.*
- As needed, review content on TAMBA website for publication.
- As needed, review Flickr for new photos and add titles and tags.