



The GMAA is looking for a part time highly motivated Executive Secretary to the Board and its officers to assist in taking YOUR association and its contributions to members to new heights in 2006 and beyond!

Ideally, we are looking for a bilingual (Spanish-English) candidate with a proven passion for aviation and a clear commitment to make Miami the world's premier aviation hub!

Please call Oscar Garcia (305) 904-5183 or email gmaa@miamiaviation.org with your recommendations

Details:

GMAA Executive Assistant Position
www.miamiaviation.org

Work opportunity offer:	part time, contractor basis
Hours per month:	40-60
Rate per hour:	\$12-18 based on experience

Founded in 1927, the GMAA is Miami's oldest aviation organization and a community beacon for the development of aerospace in Southern Florida.

GMAA

P.O. Box 66-0834 • Miami Springs, FL 33266-0834



GMAA Staff Support

Position Responsibilities

Purpose: to provide the necessary administrative support to the President and Treasurer to carry out the objectives and goals of the Board of Directors. The position, through the direction of the President, will provide support to Board Committees and respond to requests from Association members as appropriate.

Specific Responsibilities include:

1. Membership
 - a. Maintain and update membership database as appropriate
 - b. Create Membership Directory
 - c. New members – prepare and send new member package to new members
2. Coordinate dues and other invoicing with Treasurer
3. Board Meetings:
 - a. Attend all Board meetings and ensure all necessary paperwork is provided as appropriate
 - b. Record and distribute minutes, with agenda, to the Board
4. Events
 - a. Monthly luncheon meetings
 - i. Complete email, postcard, media and Web notice; distribute same
 - ii. Coordinate with the venue for the menu, headcount, av equipment required, etc.
 - iii. Coordinate details with speaker
 - iv. Coordinate details with sponsor
 - v. Coordinate volunteers for registration and raffle selling
 - vi. Receive reservations, complete registration form as appropriate
 - vii. Provide information to Treasurer re income and invoices
 - viii. Follow up with guests – provide information to President and other Committee Chairs as appropriate
 - b. Provide comparable support for other GMAA events (such as mini-seminars) as appropriate
5. General Office Duties
 - a. Provide administrative support to the President and Treasurer
 - b. Maintain Association files
 - c. Maintain membership files
6. Committees
 - a. Provide administrative support as requested
7. Website
 - a. Monitor, maintain, update regularly, as appropriate

Additional Duties to be provided as time permits:

*Coordinate efforts to create e-newsletter and distribute same

GMAA

P.O. Box 66-0834 • Miami Springs, FL 33266-0834