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Gold**

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OPPORTUNITY POSTING

Part Time Administrative Support

Published: May 8, 2023
Organization: Technology First
Location: 1435 Cincinnati St., Dayton, Ohio
Category: Administrative Support
Industry: Non-profit Trade Association
Compensation: \$15 per hour
Contact: hello@silverisgold.org

Who is Technology First? Since 1997, Technology First, formerly Greater Dayton IT Alliance, has been committed to building a community of leading-edge IT professionals in the region. We provide a forum where thought-leaders gather to engage and connect to grow their businesses, themselves and the future of technology.

For our members, we make a meaningful difference: professionally and personally. We believe in the power of connection. Through events, forums and every email and newsletter, Technology First strives to give our members content, tools, and opportunity to lift and lead their businesses and our region.

Technology First seeks a Microsoft-proficient, organized, flexible individual for a part time opportunity supporting the organization and its members. This is a 75% remote position starting at about 5 hours per week, but fluctuating based on need. For example, this position will support the organization's 2 member conferences per year and quarterly peer resource group meetings which generally occur September - May.

Responsibilities Include:

- Coordinate event registration
- Print and distribute event materials and participant nametags
- Arrange for event catering
- Setup event room and power point presentations
- Take and distribute meeting notes
- Post conference emails, conduct event surveys, upload conference recordings to Youtube
- Send welcome emails to new members and receive member emails
- Monitor emails and distribute to appropriate person
- Audit email database and add, correct or delete email addresses as needed
- Track website analytics and distribute reports as needed

Desired Skills:

- Proficient with Microsoft applications with a strong understanding of mail merge
- Detail oriented
- Comfortable with a flexible environment

Silver is Gold (silverisgold.org) facilitates talent connections between businesses and organizations with immediate needs and actively engaged retired professionals with the focused expertise and experience to meet those needs.