
Treasurer

Key Responsibilities:

This position is responsible for the financial administration of IYASE, including annual budget preparation and expense management. Tasks include filing corporate fees and routine management of the checking account and savings account (Lotus Fund), as well as attending all board meetings.

Skills:

- Experience using Quicken and Drop Box
- Budget preparation and management

Experience:

- Managing household expenses and budgeting
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Communications

Key Responsibilities:

This position is responsible for defining and implementing a newsletter communication strategy to promote the benefits of IYASE among the members, activities include:

- Serving on Newsletter and PR/Communications Committees
- Gathering and organize information for monthly newsletter
- Writing copy for newsletter
- Uploading and keeping current membership data for Constant Contact
- Working with membership and board members to send eblasts as necessary
- Attending all board meetings

Skills:

- Familiarity with common document and image formats and how to manipulate them (PDF, PNG, DOC, etc.)
- Willingness to learn Constant Contact email marketing software
- Basic familiarity with design elements for online newsletter readability

Experience:

- Previous experience in marketing communications development is highly desired
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