



Job Title: Chapter Administrator

Status: Full Time – Non-exempt

Hours: 30 hours per week

Salary Range: \$40-45,000

Benefits: \$400/month Stipend for Health Insurance

Executive Women of the Palm Beaches is seeking a dynamic and organized administrator to assist with the day-to-day operations of the volunteer-led organization. A self-starter will appreciate this flexible, work-from-home position and the opportunity to facilitate and attend events and programs to network with female professionals from throughout Palm Beach County. This position reports to the President of the Board and assists other committee chairs as needed. In this position, you will accept, track, and monitor payments for membership and events, keep membership data up-to-date, renew and onboard members, and manage the organization's web site and social media. Experience with various types of computer software and CRM systems is strongly desired. To apply, please send your resume and cover letter outlining your fit for this position to Katie Klause-Newitt, Chair, [katie@a1moving.com](mailto:katie@a1moving.com).