

Oregon Employer Council Local Coordinator Duties

- Support the local council membership with administrative assistance including correspondence, mailings, meeting notices and agenda.
- Central communication agent between local council and state OEC
- Maintain accurate registration files for seminars, board member rosters and events
- Assist local council treasurer by invoicing registrants and keeping accurate financial records...work closely with treasurer (OED staff are never on OEC bank accounts)
- Print order requests in a timely fashion for seminars, calendars, surveys and other council mailings (through state coordinator)
- Timely print requests for mailings
- Accurately maintain mailing lists to target efficiently saving paper and postage
- Maintain email lists to cut down on need for mailings
- Make nametags or nametents for meetings
- Keep council supplies (nametags, files, collateral materials)
- Assemble prospective member packets
- Keep track of sponsors and donors for state reporting
- Thank you notes
- Various details (as assigned by board members) relating to events: job fairs, seminars, meetings, etc.
- Coordinate logistics of meetings and events (speakers, refreshments, site selection, etc.), as assigned
- Maintain accurate meal counts and types (vegetarian, etc)
- Speakers: a/v list, rooming list, meals, agreements and other details
- Some lifting (supplies, boxes)
- Use OEC identity/brand as approved by state board
- Mailings (folding, stuffing, copying)
- Board meeting details: agenda, packets, minutes, room set-up
- Signage, if needed
- Tabulate and distribute evaluations
- Attend statewide coordinator training sessions
- Attend all state OEC events (conference, retreat)
- Help recruit members

www.OEC.org