
ICAA Louisiana Chapter: Chapter Coordinator Position

The Institute of Classical Architecture and Art – Louisiana Chapter (ICAA-LA) is a regional Chapter of the national non-profit membership organization The Institute of Classical Architecture and Art (ICAA-National), a fellowship of architecture & design professionals, artisans, builders, and persons otherwise interested in the Classical tradition in the built environment.

Mission Statement

ICAA-LA carries forward the mission of ICAA-National: to promote and preserve the practice, understanding, and appreciation of Classical design through educational programming.

ICAA-LA tailors programming to serve the needs and interests of its membership, as well as the area's specific architectural traditions.

By providing a broad range of program types, from lectures and workshops to continuing education classes and tours, ICAA-LA provides a unique opportunity for fellowship amongst its community members.

Job Description

ICAA-LA is seeking a Chapter Coordinator, a part-time, hourly, independent contractor position requiring approximately 16-20 hours of self-directed work per week, at flexible hours.

The Chapter Coordinator will perform all administrative, event planning, and bookkeeping functions of the Chapter in conjunction with the Board of Directors and its officers.

Coordinate sponsorship development activities in conjunction with Board members.

Technical skills necessary for the position include general computer proficiency (email, Word, Excel, Zoom, and Quickbooks). Social media marketing experience, event planning, bookkeeping experience, and/or simple graphic design skills are a plus.

A successful candidate must be detail-oriented, have excellent customer service skills, and strong follow-through. Interest in/knowledge of Classical design is a plus.

Flexible schedule for occasional evening meetings and evening/weekend events required. Some work can be done remotely, but candidates should live locally in the Greater Baton Rouge area. Chapter laptop and office space to be provided for use.

Interested candidates, please email resume to Kevin Harris, Chapter President, at president@icaa-la.org

Duties to Include:

Chapter Coordination/Assistance

- Act as the point person for all Chapter issues and inquiries
- Interface with National headquarters, members, and non-members.
- Attend and assist in all Chapter functions, including board meetings, educational courses, and Chapter events as needed.
- Create and maintain a Chapter calendar.
- Chapter paperwork & maintaining of files.
- Assist Chapter President with letters and correspondences as needed.
- Offsite and onsite meeting organization
- Assist with scheduling and sending out reminders for committee and board meetings.
- Book meeting space and arrange refreshments.
- Set up & clean up the meeting room.
- Prepare meeting agenda, handouts, and minutes.

Committee Assistance

- Oversee all committees and make sure they are meeting and fulfilling their goals.
- Work with them to prepare their budgets and proposals for Board review.
- Assist in booking venues and vendors for programs.
- Review all announcements and materials for approval.
- Assist in arranging potential speakers/presenters and booking accommodation as needed.

Membership Inquiries

- Send out membership info and letters to new and renewing members.
- Process member applications and send out welcome/renewal letters.
- Answer general new membership questions.
- Work with National to maintain information and database on new and current members.
- Public Relations & Website Maintenance
- Help promote events and programs via email, mail, postcards, social media, etc.
- Work with the National and the membership committee on an annual membership drive.
- Update information and event calendar on the website.
- Act as the key contact person with graphic designers/printers.
- Mailings/RSVPs

Manage the mailing list regularly.

- Prepare, print, label, stamp, and mail postcards, invitations, and announcements for events and programs.
- Receive and manage RSVPs via email, mail, and phone.
- Accounting /Bookkeeping /Legal

In coordination with Board Treasurer and its fiscal agent:

- Reconcile monthly bank statements and bookkeeping via Quickbooks.
- Accounts payable to vendors and National.
- Accounts receivable from attendees, members, and contributors.
- Prepare budgets and reports with payment percentages for National.
- Prepare budgets and quarterly/annual reports for the Chapter.
- Work with the accountant and consultant on tax preparation and legal issues.