

ADMINISTRATOR

1. Administrative
 - a. Attend monthly SDCHPS Board Meetings on the first Tuesday of every month.
 - b. Prepare & deliver an Administrator's Report to the Board at board meetings.
 - c. Manage the admin@historicselma.org email inbox.
 - d. Maintain general physical and digital records filing for the organization.
2. Grants
 - a. Seek out and apply for grants to support the organization's operations and special projects.
 - b. Manage new and existing grants, completing all necessary grant reports, status reports, and other required documentation by set grant deadlines.
 - c. Maintain physical and digital grant files.
3. Public Relations
 - a. Draft press releases for publication in local media.
 - b. Experience with basic graphic design skills to create print & online marketing/social media materials using Canva Pro.
4. Social Media
 - a. Manage the SDCHPS Facebook and Instagram accounts. Create new posts, stories, reels, etc., sharing information about SDCHPS events, general Selma history, and/or other relevant posts about the organization.
5. Website
 - a. Experience with basic WordPress website content management.
6. Facilities
 - a. Manage the key control system for SDCHPS properties.