

CII Council Administrator (2026)

GENERAL DESCRIPTION:

Part-time administrator for the Chester County Commercial Industrial Investment Council [CII]. Assistance is needed with member services, along with coordination and support of Monthly Membership Meetings, Signature Events & Board Meetings.

Average commitment is 10 to 20 hours per month. Greater time commitment is required in the months of March/April & October/November for preparation of Signature Events.

ADMINISTRATIVE DUTIES:

- Manage the CII annual calendar on the website; coordinate with all committees, speakers, sponsors, etc., for information as needed.
- Assist with online inquiries and direct as needed (i.e., Membership or Sponsorship Committees, etc.)
- Work with Treasurer to confirm all revenues and expenses where necessary.
- Assist with Membership applications including:
 - Forwarding online applications to the membership committee for review and /or approval.
 - Upon approval of new members:
 - Send a welcome email to the new member;
 - Send new member information to the marketing committee to include on email blasts and LinkedIn;
 - Send notification to website committee to ensure tags are correct on website & MembershipWorks.
- MailChimp Management;
 - Adjust tags for new members in MailChimp and create an email to notify membership of the new members.
 - Work with the Marketing Committee to send out Meeting announcements, weekly newsletter, and other announcements as needed to members and non-members through MailChimp.
 - Non-members get separate emails for the paid events.
 - Non-member attendees to paid events should be added to the Mailchimp non-member mailing list.
 - Set up recurring reminders about events through Mail Chimp.
- Create digital programs for Signature Events.
 - Work with Events Committees to prepare the program with Guest Speaker & Sponsor Acknowledgement.
 - Create QR code for digital program and send to website management to post.
- Name Tag Management;
 - Order supplies for name tags, lanyards, etc.
 - Organize and set out for each event.

- Work with the Awards Committee & Marketing in the advertising and distribution of information about the winners of the Annual Meeting. Coordinate with Marketing Committee and any other press venues (Vista or Daily Local) to promote the award winners and CII Council.
- Other responsibilities that may arise from time to time as requested by the board.

EVENTS MANAGEMENT:

- Manage and coordinate the registration master list for the Annual Meeting, Fall Forum, Educational Breakfasts, and any other events the CII Council may hold, including attendee payments.
 - Set up/organize and administer the registration table for each Event.
 - Put up directional signs near the road and building entrance to assist members in locating events.
 - Arrange for all name tags for attendees to be printed and organized at the event and Ribbons for Speakers and Sponsors as required.
 - Bring & set up sponsor boards for each event.
 - Collect, organize, clean and store reusable name tags for next event.
- Create presentation slides for Annual Meeting/Awards & Fall Forum including title pages, sponsor slides, and biographies.
- Send event photos to website manager and to Marketing for LinkedIn posts, etc.

SPONSORSHIP MANAGEMENT:

- Assist Sponsorship Committee with annual sponsorship drive and distribution of notifications via newsletter.
- Manage payments online, including sending invoices, as required.
- Request sponsor primary contact and sponsor logo.
- Send sponsor logo to website committee for updates to the CII website.
- Update the sponsor boards (annually)
- Help to coordinate vendor tables quantities and locations at Annual Meeting and Fall Forum.
- Assist the marketing committee with creating sponsor thank-you posts for LinkedIn.
- Sponsor Boards/Easels:
 - Set up and display boards at every event.
 - Update annually with new sponsors as required.
 - Store boards between events/use.

BOARD MEETING TASKS:

- Send out meeting notices via MailChimp to Board members
- Confirm in-person or virtual attendance for each Board member.
- Confirm meeting location for each board meeting.
- Order food and arrange delivery with meeting host.