

**National Association of Public Pension Attorneys
Technology Administrator
Employment Opportunity
(Updated 12.29.22)**

NAPPA

The National Association of Public Pension Attorneys, NAPPA, is a professional legal education organization. Created in 1987, its membership consists exclusively of attorneys who represent public pension plans. To learn more about NAPPA visit our website at: www.nappa.org.

Due to an impending retirement, we have an opening for a Technology Administrator. This is a part-time 24-hour per week position with some flexibility in establishing the working schedule. For example, the incumbent currently works three 8-hour shifts; a schedule of shorter hours over more days can be accommodated. Business hours are generally weekdays from 8-5.

Summary of Duties

The Technology Administrator reports to the Association's Executive Director and serves as the lead for the Association's technology platforms; member database management; website design and management; and mobile applications, live polling, and coordination of all electronic materials for the Association's two annual educational events. Travel is required two times per year to support these educational events and is optional to attend one Association Board meeting. The Technology Administrator also assists with membership renewals; proofreading Association materials; assisting with registration and member support at the two educational events; and other duties as may be assigned. Staff generally work full-time for two weeks leading up to each of the two educational events.

Location: Jefferson City, Missouri preferred. Remote work applicants will be considered.

Minimum Qualifications:

- Aptitude for using and integrating technology in a professional setting
- Ability to multi-task, to work collaboratively in a small team, and to meet deadlines
- Ability to work effectively with minimal direct supervision
- Strong attention to detail; highly accurate; well-organized
- Strong communication skills, both written and oral
- Strong interpersonal skills

Preferred Qualifications:

- Associates degree in a computer science or auditing discipline, and/or
- Two or more years of practical hands-on experience providing information technology support for a professional association or conference provider; member database management; help desk management; integrating technology platforms; event management software; website design and support; procedure design and documentation; or other technical experience related to the job duties as outlined above
- Proficiency in Microsoft Word, Excel, Outlook, and Adobe

Salary Range: Dependent upon qualifications; range begins at \$30 per hour for those meeting the preferred qualifications.

Benefits: Annual leave, sick leave and paid holidays.

How to Apply: Please submit your qualifications and or resume by January 13 to careers@nappa.org, with the subject line: Technology Administrator Application followed by your last name.

Database Management

- Maintain the overall integrity and quality of the member database, including regular data checks for duplicates and consistency; make corrections and improvements as needed.
- Identify and implement enhancements to the functionality of the database
- Review and update organization procedures to increase efficiency and enhance performance.
- Revise electronic forms as needed for membership renewals and event registrations
- Maintain E-lists
- Develop reports and extract data snapshots to Excel before performing yearly archiving of data in preparation of new renewal season by September 30.
- Provide staff support and training in use of the database and specialized training in response to changing business processes and database functionality.

Website

- Maintain the function and content of the company website.

Educational Events / Mobile App

- Assist in gathering and proofreading the speaker information, agenda information, session materials, and attendee information to submit to the mobile app provider (Cvent) for mass upload of information into app.
- Create attendee instructions for downloading app and event, how to log in to the app, and other instructions as needed.
- Create live polls; generate links for the live polling during sessions.
- Process registrations and payments for NAPPA events, generate attendee lists, review materials and prepare nametags for attendees.
- Assist with greeting and registering attendees and speakers; provide technology support as needed.
- Prepare electronic session evaluations and/or questionnaire and schedule for distribution via email and/or on mobile app; compile responses

Other (includes but is not limited to the following)

- Advise on new technology platforms, integration of existing platforms, lead enhancement and integration efforts
- Process membership applications and payments
- Proofread written bi-annual newsletter, brochures, etc.