

Beatrix Farrand Society Mail Administrator Position Description

The Beatrix Farrand Society (BFS) Mail Administrator is a year-round position reporting to the BFS Secretary.

The Mail Administrator is responsible for:

- Pick up the BFS mail at at the Somesville Post Office, at least weekly, sort it by intended recipient, and create a list of what was received
- Email the listing of received mail to designated board members, e.g. board president, treasurer, vice president and development chair
- Deliver the sorted mail to the BFS office at Garland Farm and place it in recipients' designated mail slots.
- As required, photocopy received mail and forward to it to the recipient via U.S. mail
- When requested, mail newsletters to members and BFS stationary and publications to off island board members for their use on behalf of BFS