



JOB ANNOUNCEMENT

The National Adult Protective Services Association (NAPSA) is a national non-profit 501 (c) (3) organization with members in all fifty states. Formed in 1989, the goal of NAPSA is to provide Adult Protective Services (APS) programs a forum for sharing information, solving problems, and improving the quality of services for victims of elder and vulnerable adult mistreatment. Its mission is to strengthen the capacity of APS at the national, state, and local levels, to effectively and efficiently recognize, report, and respond to the needs of elders and adults with disabilities who are the victims of abuse, neglect, or exploitation, and to prevent such abuse whenever possible. This position works primarily in the National Adult Protective Services Resource Center (NAPSRC), a federally funded project operated by NAPSA. NAPSA does not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual preference, marital status, religious ancestry, mental or physical disability, or age.

Job Location: Fredericksburg, Virginia

Job Title: Administrative Assistant (Part-time)

Job Purpose: Provides assistance to NAPSRC personnel and contractors with organization, documentation, logistics and communication.

Job Duties:

- Maintains workflow by tracking staff & contract personnel schedules, including travel and presentations.
- Assists with mass electronic communications.
- Assists with production and distribution of NAPSRC products.
- Takes minutes for scheduled team and other meetings with clear and concise documentation skills.
- Completes agency travel documentation as requested.
- Provides information by answering questions and requests.
- Contributes to team effort by accomplishing related results as needed.

Job Requirements:

- High school diploma (with at least 2 years college preferred)
- 2-4 years Administrative Assistant experience
- Excellent computer skills (Microsoft Word, Excel, Outlook, Access, PowerPoint; Adobe Acrobat; WordPress)
- Strong communication and organizational skills
- Strong documentation skills
- Ability to work both independently and with groups
- Previous experience with non-profit/trade association strongly preferred

Benefits:

- **Work from home!**
- Competitive compensation plan
- Paid federal holidays
- Vacation and sick time

Send resume and cover letter to info@napsa-now.org, Attn: Andrew Capehart, Assistant Director.

WWW.NAPSA-NOW.ORG