



JOB DESCRIPTION: Administrative Assistant

Job Title: Administrative Assistant (Part Time 10 hours/week- Temporary through November 2020 with the possibility of becoming a permanent position)

Job Purpose: Assist agency personnel with organization, documentation, logistics and communication.

Job Duties:

- Provide general administrative support to the Executive Director and Assistant Director.
- Complete administrative tasks related to NAPSA's annual events, including but not limited to, communications with registrants, presenters, volunteers, and venue, developing materials, and assisting with remote and on-site event registration and coordination.
- Manage administration of the NAPSA Certificate Program, which involves the tracking of payments and communications.
- Proofread and send mass member electronic communications.
- Take minutes for scheduled committee meetings with clear and concise documentation skills.
- Complete data entry for membership database and assist with coordinating annual dues.
- Complete agency travel documentation as requested.
- Provide information by answering questions and requests.

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 experience a plus)
- 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

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

National Adult Protective Services Association (NAPSA) is an equal opportunity employer. NAPSA shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

To Apply, please email your cover letter and resume to info@napsa-now.org with the subject line "Administrative Assistant Application".