



Administrative Assistant

Exempt: Non-exempt

Status: Limited-term, Part-time (20-24 hours/week)

Reports To: Director of Member Services

Location: Hybrid

POSITION SUMMARY

The Administrative Assistant will contribute to the success of the Michigan Association for Local Public Health (MALPH) by providing administrative and operational support to staff and board members.

POSITION RESPONSIBILITIES

Maintains directory and related participant information for Board of Directors, Forums, and other pertinent groups connected to the work of MALPH.

- Serves as administrative lead or support for assigned committees and workgroups.
- Processes incoming and outgoing mail; maintains working files and records.
- Prepares invoices, processes accounts payables.
- Assists with managing vendors, planning committee, and volunteers in arranging the annual multi-track conference.
- Coordinates conference registration processes, pre- and post-conference events, materials, venues, and required services.
- Coordinates hotel booking and payment procedures, promotional advertising and mailings, and corporate sponsorship activities.
- Assists with planning and implementing special events, meetings, and training activities.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

High school diploma and 2 years of administrative/office experience.



KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to successfully work independently and in a team environment.
- Ability to plan and manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Ability to balance multiple priorities.
- Strong interpersonal and relationship management skills.
- Knowledge of basic office and bookkeeping procedures.

HOW TO APPLY

Send resume and cover letter to:

Norm Hess
Executive Director
Michigan Association for Local Public Health
nhess@malph.org

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