



Administrative Assistant Position Description

Exempt: Non-exempt
Status: Temporary, Part-Time (20-25 hours per week)
Duration: Limited term position through 9/30/22.
Reports To: Director of Member Services

POSITION SUMMARY

Responsible for performing clerical tasks within an office setting by providing daily administrative and operational support for members and staff. Responds to member needs, maintains records, supports accounting processes, facilitates ongoing communication with members, vendors, and committees, and supports events as assigned.

RESPONSIBILITIES

- Maintains directory and related participant information for Board of Directors, forums, and other pertinent groups connected to the work of MALPH to ensure current and accurate records.
- Serves as administrative lead or support for assigned committees and workgroups as a MALPH representative to ensure effectively run meetings and documented decisions.
- Prepares invoices and processes accounts payables to support timely accounting processes.
- Assists with coordinating vendors and volunteers in arranging the annual multi-track conference. Supports the planning committee to ensure progress and actions are tracked.
- Coordinates conference registration processes, pre- and post-conference events, materials, venues, and required services to ensure efficiency and quality service.
- Coordinates hotel booking and payment procedures to ensure timely and efficient registration for event participants.
- Coordinates promotional advertising, mailings, and corporate sponsorship activities for events to foster member awareness and interest.
- Assists with planning and implementing special events, meetings, and training activities on behalf of MALPH or members.
- Processes incoming and outgoing mail to ensure documents are handled in a

timely manner. Maintains organization records as needed.

- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

High school diploma and two (2) years of administrative experience. One (1) year of experience with event management or project management.

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.
- Knowledge of Microsoft Office products.

PHYSICAL REQUIREMENTS

- Talking: expressing or exchanging ideas by means of the spoken word to impart oral information to employees, members, Board of Directors, suppliers, and others accurately or quickly (6-8 hrs. daily).
- Hearing: perceiving the nature of sound by the ear (6-8 hrs. daily).
- Sitting: remain in a seated position (4-6 hrs. daily).
- Standing: remaining on one's feet in an upright position at a workstation without moving about (1-2 hrs. daily).
- Handling: seizing, holding, grasping, turning, or otherwise working with hand or hands (6-8 hrs. daily).
- Moving: making copies, going between conference rooms, working at conferences, or other general office movement (2-3 hrs. daily).
- Lifting: raising or lowering an object under 50 lbs. from one position to another (infrequently).