



PART-TIME ASSOCIATION ADMINISTRATIVE ASSISTANT

The North Carolina Nurses Association is seeking an enthusiastic individual to join our busy team as a part-time Administrative Assistant. The needs are approximately 15 hours per week. Major responsibilities include the following administrative functions:

Administrative Support/Office Assistant

- Responsible for front line office coverage including reception duties.
- Responsible for monitoring and maintaining inventory of office and building supplies, as well as assisting with service calls related to equipment and building maintenance as needed.
- Responsible for filing, spreadsheet management, general office support and data entry.

Membership Assistant

- Prepare and distribute new member packets, membership renewal invoices, membership cards and other information related to recruitment and retention of members.
- Assist members with member record updates and database details.
- Spreadsheet and database maintenance and manipulation.

Meeting and Event Preparation

- Assembles speaker and moderator packets including name badges, reimbursement forms (if applicable), instructions, bios, and other documents as needed.
- Prepares event materials such as participant name badges, information packets, exhibitor materials, event attendee communication, event evaluation surveys, etc.

Position Requirements:

Excellent computer skills with MS Word, Excel, Outlook, QuickBooks, and other computer programs; Ability to effectively work and handle numerous tasks, matters, issues, and assignments; Ability to produce professional documents with minimal amount of errors; includes spelling, punctuation and grammatical errors; Discipline to successfully work without close supervision; and, other duties assigned as needed.

The ability to lift up to 15 pounds and operate a vehicle is required. A minimum of 1-2 years of administrative experience required, as well as a high school diploma and some post-high school education is required. Additional education and/or some previous association/non-profit experience are a plus.

Excellent customer service skills, attention to detail and ability to communicate in a variety of forms are key to success in this position. Experience with database manipulation a plus.

This position offers part-time hours and flexibility, but requires an experienced and dedicated professional who is interested in maintaining part-time work throughout the calendar year. Hours are negotiable, but should be during regular business hours, Monday through Friday.

To be considered, please email your resume and cover letter to hr@ncnurses.org. In the subject line of the email, please include your first and last name and "Administrative Assistant position."