

Employment Opportunity Posting

PAHMA Associate: PAHMA Board of Directors

Position: Administrative Assistant Contractor

Date Available: Immediately

Location: Pittsburgh / Western PA

Job Description: The Administrative Assistant is a Third Party Contractor who works closely with the Volunteer Board of Directors and the Committees to facilitate all functions of the board and all events of the organization; keeping all projects running smoothly and on time.

Duties: Responsibilities include (but not limited to): manage phone messages & email; pick up mail/process/handle any issues; attend monthly board meetings/prepare minutes; proof/edit all documents created by committee members before printing/publishing; work closely with Board Members and Committees to create promotional materials, promote events through e-blasts and the website, receive event registrations, process payments/prepare for deposit, maintain event details & registration lists, facilitate all events on-site and all webinars; prepare/send membership renewal letters, process renewal fees, maintain list of members, properties, payments; post new information on the website, update current information, and maintain the user accounts; maintain the contacts in Constant Contact, circulate industry updates via e-blasts; process checks for deposit each week, maintain deposit reports; process credit card payments, maintain monthly reports; prepare/publish promotional materials for the Fall Conference and coordinate/facilitate all aspects of the event; work with RockyAHMA and NAHMA to promote webinars and community events (annual art contest and educational scholarships), promote NAHMA Award Programs; maintain records of all PAHMA business; maintain files from the DepositPhotos account; store and maintain PAHMA archives and event equipment & supplies;

Qualifications: Must possess strong organizational and time management skills and the demonstrated ability to work as a critical member of a team; as well as excellent verbal/written communication skills, be self-motivated, flexible and detail oriented. Must be proficient in Microsoft Office 365 (Word/Excel) with a working knowledge of Publisher and PowerPoint. Experience with Word Press, Constant Contact, and Event Planning is a plus.

Apply: Email – Submit resume and contract rates to info@pahma.org