



The North Carolina Academy of Physician Assistants (NCAPA) is recruiting a part-time Administrative Assistant to provide administrative support for office functions including board support.

Responsibilities include, but are not limited to:

- Serve as receptionist, answering and triaging calls, handling mail, and greeting visitors
- Provide brief tours of building to guests and visitors as needed
- Market, manage scheduling, and handle logistics for the E. Harvey Estes Conference Center (ECC)
- Act as point of contact for career center
- Handle board meeting logistics
- Receive, track and enter membership applications and renewals, process payments and enter data

Candidates must have:

- Excellent computer skills, including proficiency with Microsoft Office Suite, database programs, and internet research
- Ability to manage multiple tasks, set priorities, meet deadlines, and work independently
- Excellent organizational skills, attention to detail, and accuracy
- Customer service orientation
- Ability to be a team player in a small staff environment
- At least one year of previous administrative experience; membership associations or nonprofit experience a plus

This is a part-time, 20-25 hour per week, non-exempt position. For more information about NCAPA, visit www.ncapa.org.

To apply: Mail resume and cover letter to: Administrative Assistant Search, NCAPA, 1121 Slater Road, Durham, NC 27703, or email to emily.adams@ncapa.org with Administrative Assistant in the subject line. Resumes without cover letters will not be accepted. Only those selected for interviews will be contacted. Position open until filled. EOE.