



**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. This is a great opportunity to learn about association and nonprofit management. We are looking for a conscientious, detail oriented and customer focused individual who is interested in working in a small office setting.

**Responsibilities include, but are not limited to:**

- Provide administrative support to the Executive Director, Director of Finance and Board of Directors.
- Manage board portal.
- 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.
- Enter invoices, set up meetings and organize files.

**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, 25-30 hours per week, non-exempt position. For more information about NCAPA, visit [www.ncapa.org](http://www.ncapa.org).

**To apply:** Email resume and cover letter to [emily.adams@ncapa.org](mailto: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.