

## **Administrative Assistant, NEACAC**

### **Mission:**

The New England Association for College Admission Counseling leads, supports and advances the work of counseling, admission and enrollment professionals by promoting ethical responsibility, professional development, and state, regional and national advocacy as they help all students realize their full educational potential, with particular emphasis on the transition to postsecondary education.

### **Position Summary:**

The Executive Director delegates the responsibility for completing the day-to-day administrative tasks of the New England Association for College Admission Counseling (NEACAC) to the Administrative Assistant. The Administrative Assistant enhances the work of the association by completing projects that help NEACAC to continue to function as a vibrant and large association. The Administrative Assistant will work directly with members by phone or e-mail as they seek out NEACAC for resources, professional development, or direction. The Administrative Assistant will assist the Executive Director in meeting goals set forth by the President and Executive Board. This role is essential to the daily and long-term function of the association.

### **Primary Duties and Responsibilities:**

- Maintaining the NEACAC website, including updates to various web pages, maintenance of the member database, calendar and upkeep of data.
- Assisting in the planning and registration for major association events, including meetings, workshops and conferences.
- Coordinating communication with 3,500 collegiate and secondary school members, including e-mails, letters, and direct mail.
- Overseeing registration for fall and spring regional college fairs.
- Collecting payments, reconciling finances, and communicate with the hired bookkeeper and Treasurer when needed.
- Provides administrative support to NEACAC's fourteen standing committees and twenty delegates.
- Reporting to the Executive Director on the progress of tasks and projects that are assigned.
- Other duties and responsibilities as assigned by the Executive Director and/or President.

### **Qualifications:**

- Bachelor's degree required
- One to two years of secondary school counselling or college administration experience; or office experience preferably in an education non-profit organization
- Effective written, interpersonal, and communication skills necessary to represent NEACAC to its current and prospective members
- Ability to work independently in a remote setting and to complete the day-to-day tasks of the association; and communicate with the Executive Director on a regular basis
- Advanced technical and computer skills, including knowledge of relational databases
- Possess the ability to manage simultaneous major projects.
- A valid driver's license and access to transportation
- The ability to lift materials weighing up to 40 pounds

### **Position Information:**

This is a 25-30 hour per week, part-time, hourly position. This position is not eligible for benefits, and overtime pay would be granted with the approval of the Executive Director and NEACAC Executive Board. Evening or weekend work may be needed on occasion. In addition, this position would require some day travel throughout New England, and overnight travel to the NEACAC Annual Meeting and Conference. NEACAC does not have a physical office presence and this position, as well as the Executive Director, would be remote. The Administrative Assistant would need to establish a home office with support from the Executive Director and NEACAC.

**Instructions to Applicants:**

Interested applicants should send a resume and cover letter to Christina Doyle, NEACAC Executive Director, by email at [cdoyle@neacac.org](mailto:cdoyle@neacac.org). Questions should also be directed to Christina by email or phone at 603-367-3292.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by a person so classified.*