

ADMINISTRATIVE ASSISTANT

ESSENTIAL FUNCTIONS:

- Under the direction of the Director of Conferences
- Answer telephones, monitor general email inbox and respond to inquiries
- General clerical duties including, but not limited to, photocopying and maintenance coordination of all printers/copiers, incoming and outgoing mail, maintaining electronic and hard copy filing system, maintain office supply inventories, and manage travel arrangements for board and staff
- Coordinate and execute mail merges and mass mailings to members
- Create and design conference flyers, conference program and trustee training materials
- Coordinate with service provider regarding telephone system or PC issues.
- Responsible for invoicing, collection and daily entry of member fees and transactions
- Provide support and maintenance for member's online directory
- Responsible for Asset Allocation survey data collection
- Primary assistance in creation and format of membership directory
- Manage registration, reports, payments through Cvent conference software
- Maintains membership database and interacts with members regarding their membership.
- Assist in the preparation of all conferences including pre-conference and on-site activities
- Maintain records of continuing education credits earned by members.

ADDITIONAL RESPONSIBILITIES:

- Required to travel to conference sites and selected meetings.
- May be required to assist during Board meetings.
- May be required to assist with hotel/venue needs for events
- Performs other incidental and related duties as required and assigned.

EDUCATION AND EXPERIENCE

- Capable in Microsoft Word, Excel, PowerPoint, Photoshop, Adobe, QuickBooks, InDesign and the ability to learn additional software programs.
- Management Experience
- Possess high school diploma