

Section 11. Executive Secretary

Description of Function:

Centralized contact for the North Dakota Academy of Physician Assistants (NDAPA).

Reports to:

NDAPA President and/or Board of Directors.

Specific Responsibilities:

- ◆ Acts as liaison between NDAPA and AAPA.
- ◆ Assists with development and distributes NDAPA materials (e.g., flyers, brochures, election ballots, membership applications, membership cards, board books, announcements, membership directory/handbooks).
- ◆ Coordinates with the Membership Committee membership renewals.
 - a) Sends out renewal notices.
 - b) Generates and sends out membership cards.
- ◆ Coordinates the timely collection of story submissions and handles newsletter layout, printing, and distribution.
- ◆ Provides secretarial support for board and committee members.
- ◆ Distributes board minutes at the request of the Secretary.
- ◆ Coordinates mailings.
 - a) Xeroxing materials.
 - b) Labeling and stuffing envelopes.
- ◆ Attends and participates in board meetings as requested, providing feedback.
- ◆ Other activities deemed necessary by NDAPA's Board of Directors.

Qualifications:

Work Experience:

- ◆ 1-3 years responsible office experience.
- ◆ 1-3 years graphic experience.

General Characteristics:

- ◆ Patience in handling difficult situations.
- ◆ Excellent persuasive interpersonal skills.

- ◆ Independent thinker/creative problem-solver with strong analytical skills.
- ◆ High level of initiative.
- ◆ Detailed-oriented; well-organized.
- ◆ Able to handle and prioritize many projects concurrently.
- ◆ Flexible attitude.
- ◆ Dedicated worker with high energy level.
- ◆ Quick learner.

Phone Experience:

- ◆ Articulate/professional phone manner.

Computer Experience:

- ◆ Intermediate to advanced computer knowledge.
- ◆ Typing skills.
- ◆ Willingness to learn new software programs.

Communication Skills:

- ◆ Strong interpersonal skills.
- ◆ Diplomatic and tactful at all times.
- ◆ Excellent writing and editing skills.
- ◆ Able to deal with the public in an articulate, friendly, and polite manner on the phone, in person, and in writing.
- ◆ Able to work in a team atmosphere.
- ◆ Able to interact well with others.

Education Background:

- ◆ College background or 4 years similar work experience.

General Job Requirement:

- ◆ Flexibility with workload and hours.