



Arizona Public Health Association

Affiliated with the American Public Health Association 700 E. Jefferson St.,
Suite 100– Phoenix, AZ 85034 Phone: 602-258-3361 Fax: 602-258-5497 www.azpha.org

Job Announcement: AzPHA is seeking an Executive Assistant

Job Title: Executive Assistant

Location: Arizona Public Health Association, 700 East Jefferson Street, Suite 100, Phoenix, AZ 85034

Reports to: Executive Director

Effective: Immediately

Part time: 20 hours per week.

Salary: \$12 -- 14.00 per hour (DOE)

Role: Performs administrative work of moderate difficulty in support of the activities of the Arizona Public Health Association.

Major Duties and Responsibilities:

- Perform general clerical duties such as helping maintain the membership database, order supplies, maintain filing systems, email, meeting notices and typing notes as necessary.
- Assist in the coordination of Association events and conferences, including registration, creating conference programs, drafting sponsorship letters, and corresponding with speakers and vendors.
- Assist the financial manager with bookkeeping and accounting tasks as required, including, but not limited to, documenting incoming deposits.
- Assist members and non-members with requests and inquiries.
- Draft communications to members, via membership management software, including the writing of newsletter articles for bi-monthly newsletter.

- Provide other financial, communication and clerical duties, as appropriate.

Knowledge, Skills and Experience:

- Three years of administrative work experience that demonstrates the ability to perform the duties of the position.
- Excellent writing and analytical skills.
- Superior organizational skills, attention to details and ability to manage multiple tasks.
- Proficient in Microsoft Office, especially Word, PowerPoint, Excel and Publisher.
- Familiarity with Mac OS X.
- Knowledge of Google Sites and website development.
- Experience with Facebook, Twitter, Blogs, Google Calendar, and other social media outlets.
- Non-profit experience a plus.

Interpersonal Skills:

- Ability to work effectively, both as a team member and independently.
- Organized and dependable.
- Takes initiative and able to make decisions appropriate to level of position.
- Maintains a professional appearance and demeanor.

Please submit a cover letter and resume to daniella@azpha.org with "Executive Assistant" on the subject line. No calls please. Thank you for your interest in this position.