

CPD and Administrative Coordinator

REPORTING RELATIONSHIP: Vice-President and Administration

PURPOSE OF JOB/POSITION SUMMARY: To provide day-to-day coordination of Continuing Professional Development (CPD) activities and administrative needs to the Vice-President and Administration.

GENERAL DUTIES AND RESPONSIBILITIES:

- Work with Program Assistants (PA) and Program Directors (PD) to coordinate CPD activities including planning and logistics as needed
- Manage speaker correspondence and reservations related to CPD event logistics and travel, facilitate contractual agreements managed by PD, manage collection of required documentation, invoicing, and payments of speaker honorariums
- Maintain and submit all program invoices, receipts, aligning with designated budget and budget codes related to CPD event close-outs
- Submit participant evaluations and compile results to submit to PD, create and send thank you letters to speakers, complete close out in CASCE
- Serve as the assistant to the Vice-President
- Work closely with the administrative team to ensure that all reports, forms, and administrative requests are completed on a timely basis to help contribute to the financial and overall success of Area L AHEC
- Assist with front desk and phone coverage as needed
- Keep the President and Executive Team informed of any communication problems or issues that pertain in any way to staff, visitors, colleagues, or constituents
- Assist Administration and all team members as needed
- Daily post office and bank deposits, as needed
- Process all checks, PayPal payments, and Clover payments received by endorsing, preparing Program Cash Reports, and forwarding reports to the Associate Director of Finance
- Match invoices with checks received and prepare CPD event cash reports
- Marketing and social media posting
- Attend at least one workshop related to job responsibilities

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Bachelor's in business administration or related field preferred or two to five years of experience
- Valid NC Driver's License and some light lifting and moving ability
- Ability to manage confidential and sensitive information appropriately is essential
- Ability to manage and prioritize multiple tasks, projects, and deadlines
- Outstanding interpersonal skills, customer-service orientated, attention to detail, flexibility, and adaptability
- Excellent oral and written communication skills
- Should be well organized, self-directed, and independent
- Ability to use standard office equipment and proficient in Microsoft Office Suite, Adobe Express, and DocuSign
- Virtual meeting skills are needed

ESTIMATED ON-THE-JOB TRAINING TIME:

Up to one year. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3- and 6-month periods.

EEO STATEMENT:

Area L AHEC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.