



## Administrative Assistant – Part Time

### NJAAP Administrative Assistant Position Immediate Opening

The NJ Chapter, American Academy of Pediatrics (NJAAP) is seeking a part time Administrative Assistant (currently 25 h/wk with FT potential). Our mission is the attainment of optimal health, safety and well-being of New Jersey's children (infants, children, adolescents, young adults). Our educational and quality improvement programs for pediatric providers aim to prevent illness, abuse and neglect, and promote wellness and care management for children in New Jersey.

#### Job Responsibilities:

- Schedule and organize program activities, learning sessions and trainings with presenters, participants and staff.
- Schedule, prepare, attend and maintain records for program related meetings and conference calls.
- Communicate with healthcare providers and other team members to obtain, collect, and provide information relevant to the program.
- Assist in recruiting practices to participate in the program.
- Create flyers and other program marketing materials.
- Enter and track data for documentation, record keeping and evaluation of program status.
- Prepare records and reports to meet grant requirements.
- Work with Program Director to ensure program deadlines are met.
- Obtain, update and maintain all program related files in various formats (hard and electronic files).
- Complete purchase requisitions and order supplies.
- Answer phone calls, deliver messages and communicate information to appropriate team members.
- Other activities as requested to support the mission of the organization.

**Experience:** experience working with non-profit and healthcare organizations desired.

#### Knowledge, Skills and Abilities:

- Knowledge of appropriate office procedures and etiquette including telephone communications, office systems and record keeping.
- Knowledge of current business communication, including style and format of letters, memoranda, meeting minute preparation, meeting software and report writing.
- Ability to relate the program scope and relevance to the organizational mission.
- Demonstration of professional interpersonal and communication skills.
- Ability to establish priorities, anticipate program needs, and work independently to complete tasks.
- Ability to work as a contributing member of the program and organizational teams.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to drive to venue locations for meetings and/or events with own transportation.

#### Computer Competency:

- Basic use of a computer (mouse, keyboard, printer, USB ports).
- Basic use of Microsoft Office (Word processing, spreadsheets, presentations).

- Web browsing, intranet search, document access.
- Use of email applications.
- Use of shared network file space.

For consideration, please email a cover letter and resume to [jobs@njaap.org](mailto:jobs@njaap.org)

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