

Posting for the Position of Executive Assistant New Jersey Emergency Preparedness Association

The New Jersey Emergency Preparedness Association (NJEPA), a 501-c3, not-for-profit organization, is looking to fill the position of part-time contractor, Executive Assistant. The NJEPA's sole purpose and responsibility is to provide affordable emergency preparedness training to local, regional, and State emergency managers and first responders by conducting an annual conference. The annual conference serves as a forum for public and private sector emergency managers to meet and discuss emergency planning issues affecting them and their regions. The conference also provides an opportunity for attendees to learn the latest trends in planning and technology in emergency preparedness and homeland security.

Part-time hours: Minimum of 8 hours per week, up to 30 hours in the months leading up to and after the Annual Conference.

RESPONSIBILITIES

Attend all meetings of the Board of Directors and Conference Planning Committee. Approximately 6-8 Board meetings per year; 10-15 Conference committee meetings per year; mostly virtual. 1 to 2 in-person meetings per year.

WEEKLY RESPONSIBILITIES

- Pick up mail from Mays Landing PO Box (off season weekly/busy season twice weekly)
 - Review, disbursements (scan and forward), respond as needed
 - Collect checks and work with the Treasurer on recording of payments and preparing deposits
- Respond to emails within 24 hours from potential attendees, committees, management and potential sponsors, exhibitors, and trainers as needed. Act as liaison between committees as needed to assist with information gathering
- Answer NJEPA cell phone and return any phone calls missed within 24hrs
- As needed, meet with Management for additional tasks
- As needed, troubleshoot issues with Management and Committee Chairs
- Keep abreast of Committee tasks and issues in the event troubleshooting assistance is needed

BIWEEKLY AND MONTHLY

- Attend all Board meetings
- Attend all Conference Committee meetings and act as Secretary to Committee
 - Prepare minutes for review and distribution

JANUARY-APRIL

- Work with event management system (Aventri) to maintain and finalize registration paths
- Work with event management system for final edits for award paths
- Continue to work with event management system to assist training committee with training schedule and syncing event management system
- Review and send mass emails according to Marketing Timeline
- Monitor Planning Timeline and assist where needed
- Process POs as they start to come in (signing, copying, scanning to drive, reporting to Treasurer, mailing, and corresponding with attendees regarding POs)
- Process and deposit checks, corresponding with Treasurer
- Create and maintain conference mobile app in event management system

- Work with Committees to maintain correct corresponding information including, but not limited to, Training, Breakouts, Exhibitors, Sponsors
- As needed, assist Registration Committee with correspondence and event management system
 - Early bird
 - Payments due
 - Changing of rates, balances, invoices
- Maintain outstanding balances due reports for Management
- As needed, Correspond with Attendees and Management
 - Cancellations
 - Refunds
 - Discounts
- As needed, manage conference certificates in event management system

APRIL DURING ANNUAL CONFERENCE

- In-person meetings on Sunday of conference week
- Stay over at Conference venue Sunday through Thursday morning
- As needed, assist Treasurer and Registration Committee
- Attend Receptions and Awards
- As needed, Network and assist attendees

POST CONFERENCE MAY-JANUARY

- As needed, send end of Conference correspondence to attendees
- Event management system
 - Assist in creating new event
 - Maintain mailing lists
 - Assist with creating and maintain paths
 - Registration and Awards
 - Training Abstracts
 - Tiered Pricing
 - Account issues
 - Work with Training/Breakouts Committee as needed for call for papers
 - Assist with Tuno and Scholarship paths, forms, and work with Committee as needed
 - Train or assist Committees as needed with system
 - Contact Help Desk as needed with issues in system

EXPERIENCE/POSITION REQUIREMENTS

- A bachelor's degree or equivalent work experience
- Demonstrated experience managing, leading, motivating, and mentoring staff and/or volunteers
- Municipal Invoicing, payment experience a plus
- Emergency Services/Management experience a plus
- Ability and willingness to travel as required to complete tasks or meetings
- Proximity to Mays Landing NJ, is preferred but not required

CORE COMPETENCIES REQUIRED FOR THIS POSITION

- Mission focused: ability to catalyze others' commitment to our mission

- Business acumen: must possess a high level of broad business and management skills
- Relationship oriented: excellent communication and facilitation skills
- Collaborator: eagerness and talent for bringing together diverse people and ideas
- Visionary: ability to respond effectively and flexibly to changing needs and opportunities
- Other related duties as assigned by the President or Vice President
- Potential candidates must pass a full background check including financial and criminal

Salary Range \$1300-\$1600 paid monthly.

Interested parties should submit their resume, including cover letter and references to: resume@njepa.org