



Administrative Assistant, Education and Events

The Administrative Assistant, Education and Events provides administrative and operational support to the Education and Events team in advancing the Association's strategic priorities, professional development development programs, educational initiatives, and member events. This role supports the day-to-day operations of the department through strong organization, communication, coordination, customer service, and a commitment to operational excellence. Responsibilities include coordinating educational programs and events, maintaining records and reporting systems, managing communications, supporting departmental initiatives, and assisting with special projects.

Reporting Relationship: Senior Vice President, Education and Professional Development

Essential Duties and Responsibilities

Administrative and Department Support

1. Provide administrative support to the Education and Events team including scheduling meetings, preparing agendas and materials, documenting meeting notes and action items, coordinating logistics, and maintaining departmental calendars.
2. Serve as primary administrative support to the Senior Vice President of Education and Professional Development including calendar management, meeting coordination, travel arrangements, expense reporting, and support for departmental initiatives and projects.
3. Monitor and manage departmental mailboxes and communications, respond to routine inquiries, and route member and stakeholder questions appropriately.
4. Maintain organized departmental records, databases, reports, templates, meeting documentation, and historical files within Nimble AMS and other internal systems to support operational accuracy and consistency.
5. Prepare and distribute reports, spreadsheets, correspondence, meeting materials, and internal documentation as requested.
6. Provide coordination and administrative support for committees, task forces, leadership development programs, educational initiatives, affinity groups, and special projects.
7. Support departmental workflows by monitoring timelines and deadlines, coordinating follow up communications, and assisting with project implementation.

Education and Event Support

8. Assist with planning and coordinating educational programs, webinars, leadership development initiatives, conferences, meetings, and member events.
9. Coordinate program and event logistics including registration support, speaker and attendee communications, scheduling, room setup coordination, material preparation, and event timelines.
10. Coordinate post event activities including evaluations, attendance tracking, reporting, and maintaining program records and recordings.
11. Provide onsite administrative and operational support during conferences, educational programs, leadership initiatives, meetings, and events as requested.

Professional expectations

12. Demonstrate professionalism, responsiveness, attention to detail, and strong customer service in all internal and external interactions.
13. Commitment to operational excellence, accuracy, and continuous improvement.
14. Perform additional administrative, operational, and departmental support duties as assigned.

Qualifications and Skills

- Strong organizational skills with exceptional attention to detail and follow through skills
- Ability to manage multiple priorities, timelines, and recurring administrative tasks
- Strong written and verbal communication skills
- Strong customer service and interpersonal skills
- Proficiency in Microsoft Office including Outlook, Word, Excel, PowerPoint, and Teams
- Experience with virtual meeting and webinar platforms preferred
- Experience with association management systems such as Nimble AMS or Salesforce preferred
- Ability to work collaboratively in a fast-paced team environment
- Ability to maintain confidentiality and professionalism
- Commitment to continuous learning and professional growth

Travel Requirements

Some overnight travel may be required for conferences, meetings, and events.

Physical Demands and Work Environment

The physical demands and work environment characteristics for this position are consistent with standard office and event support functions, including extended periods of sitting, computer use, occasional standing and lifting up to 25 pounds, and travel to meetings and events as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Salary Range: \$44,000 - \$53,000