



## **PROJECT COORDINATOR**

**Current Incumbent:** Open  
**Reports to:** SVP, HR & Administration  
**Status:** Full-Time, Non- Exempt  
**Updated:** January, 2018

**Department:** Administration  
**Direct Reports:** 0  
**Indirect Reports:** 0

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### **SUMMARY OF POSITION:**

Offer project coordination and administrative support to a variety of NAA departments.

### **PRINCIPAL ACCOUNTABILITIES:**

- Responsible for running, printing, sending and tracking of invoices
- Update membership information in database (Nimble)
- Coordinate and prepare materials for tradeshow, meetings/conferences and trainings
- Data entry and tracking of event scheduling; including posting on line, create login information and track enrollment
- Accounts receivable
- Talley survey evaluations
- Coordinate speaker engagements and NAA awards process
- Communicate with members on data and enrollment clarification
- Back-up to the Administration Manager for purposes of mail, kitchen supplies, invoices and printer troubleshooting.
- Other duties as assigned.

### **POSITION QUALIFICATIONS:**

#### ***Required***

- High school diploma or equivalent and 3+ years previous administrative experience
- Demonstrated organizational skills, including ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office. Experience in Nimble a plus.
- Exceptional communication and interpersonal skills
- Well-developed interpersonal skill and knowledge of customer service principles.
- Accuracy and attention to details

**Resume, cover letter and salary history/requirement must be submitted to be considered. Please send to [Resumes@naahq.org](mailto:Resumes@naahq.org). No phone calls, please. EOE M/F/H/V**