



## NUTSEA Administrative Assistant Position Description

**Job Title:** Administrative Assistant  
**Reports to:** NUTSEA Chairman and Treasurer  
**Compensation:** Contract Labor/DOE  
**Approved by:** NUTSEA Board of Directors  
**Approved Date:** October 24, 2022 This position will be open for 30 days.

### **SUMMARY OF POSITION DESCRIPTION:**

This administrative position is responsible for the day-to-day-overall administration of the NUTSEA organization and administrative support for the NUTSEA Board of Directors. This includes: collecting annual membership dues, light bookkeeping, assist in website maintenance, processing new member applications, developing agendas, developing Annual Conference script for Chairman, taking minutes at Executive Meetings and Business Meetings, record keeping, assisting with planning of Annual Conference, editing and distributing member correspondence and other administrative tasks.

### **REQUIRED SKILLS AND QUALIFICATIONS:**

This position requires a minimum of a high school degree with at least two years experience in a similar support position. The ability to type 50 wpm using a computer and familiarity with application programs such as Microsoft Word, Power Point, Excel and Outlook. Excellent grammatical skills with the ability to proofread. This position requires a pleasant and professional appearance and demeanor when communicating. Knowledgeable of general office work. For example; take and transcribe meeting minutes, prepare and maintain financial records, distribute correspondence. Be able to attend the Annual Planning Meeting and the Annual NUTSEA Conference. Incumbent must have access to telephone, computer, printer, internet and US mail receptacle. Be able to assist Host Committee as requested by Chairman.

### **PHYSICAL AND EMOTIONAL DEMANDS:**

This position is an administrative position within an office environment. The ability to sit for protracted times, stand, bend, and occasionally lift weights of up to 20 pounds is required. Travel to meeting locations is required. The position requires the ability to use computer keyboard, mouse, typewriter, phones, computer and monitor. The incumbent in this position must be able to maintain a calm and pleasant emotional demeanor in dealing with members.

### **STATUS OF POSITION:**

This position is an at-will position and may be discontinued by the NUTSEA organization or incumbent at any time. The position is a contract labor arrangement and does not qualify for overtime pay. Benefits are not part of any compensation.

I have read and understand this job description.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Email resume and form to: [whurst@oaec.coop](mailto:whurst@oaec.coop)