



PCACAC Executive Assistant

The Potomac and Chesapeake Association of College Admission Counseling (PCACAC), a nonprofit organization dedicated to the support and advancement of college admission professionals as they guide their institutions, and students and their families in an ethical manner seeks a part-time Executive Assistant. Our organization encompasses Delaware, Maryland, the District of Columbia, Virginia and West Virginia. The Executive Assistant works from their home an average of 20 hours per week over the course of the year. The Executive Assistant provides vital administrative support to the leadership team and is the communication liaison with our membership including updates to our web site and regular email communications. Attendance and support at our regular board meetings and professional development programs is essential (both in person and virtual) as they coordinate on site details and serve as a primary contact for members directing questions to the appropriate elected or volunteer officer.

The Executive Assistant maintains records for the organization including Bylaws, Articles of Incorporation, contracts, all board reports, newsletters and professional development programming records. In addition, they are responsible for recording and depositing all membership fees, and providing regular deposit reports to our VP of Finance.

Qualifications

- Excellent interpersonal and organizational skills
- Excellent editing and proofreading skills
- Strong verbal and written communication skills
- Attention to accuracy and detail in all aspects of responsibilities
- Proficient computer skills, particularly with Microsoft Office (Word, Excel, and PowerPoint), the Google suite, and experience working with databases
- The ability to update and manage the web presence for the organization utilizing MemberClicks, an integrated website and membership management solution
- A Bachelor's degree is preferred
- Experience and understanding of the college admission counseling profession is an asset

The Executive Assistant is an employee of the organization and compensation is competitive. A computer and printer are provided as well as reimbursement for expenses related to travel for business purposes.

Qualified applicants are encouraged to submit a letter of interest, resume and list of three professional references for consideration to: James B. Massey, Jr. at jbmasey@umd.edu by December 31, 2021.

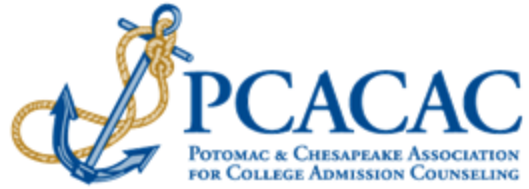


PCACAC Position Description – PCACAC Executive Assistant (Ex-officio)

Renewable, One-Year Appointment

The responsibilities of the **Executive Assistant** include:

- Serve as ex-officio (non-voting) member of the Leadership Team and all PCACAC committees; attend select meetings to understand committee challenges and/or to present issues/priorities
- Assist the President in planning of Leadership Team, Executive Board and Board meetings in accordance with PCACAC Bylaws; attendance at the meetings is required unless otherwise noted
- Assist all Leadership Team members with the goals and objectives of PCACAC
- In coordination with the Executive Board, update the annual calendar each year
- Collect and distribute committee reports for all Standing Committee Chairs
- Assist the Conference Planning Chair by coordinating efforts with committee members and sending communiqué to members and non-members regarding sessions and events; assist in managing the annual conference budget
- Assist the Professional Development Committee and its Chairs with all workshops, special programs, and the Summer Institute (SI); assist in managing the annual SI budget
- Assist the Vice President Finance in the preparation of monthly expenditures (updating QuickBooks weekly, reconciling all charges, monitoring accounts receivables and invoices as needed) and meeting reports
- Maintain the PCACAC virtual office and provide quality service to its members
- Take meeting minutes in the absence of the Executive Vice President as all appropriate meetings that require notes to be recorded.
- Assist with identifying meeting and conference site needs of the organization, including but not limited to the annual Conference, Summer Institute, and Executive Board meetings (typically in January and June)
- Design and develop a PCACAC Request for Proposal (RFP) based on PCACAC historical conference statistics including hotel expenditures, conference numbers and data needed to communicate conference needs
- In coordination with the President-Elect, Professional Development Chair, and committee chairs, assist in assessing locations for future conference and Summer Institute sites within the [PCACAC region](#) based on the needs and wishes of the organization; visit potential sites as needed, leaving the final decision about site location with PCACAC leadership. Provide projected budgets to help with decision-making:
 - *For the Annual Conference:* Release a Request for Proposal to hotels at least two years in advance; share proposals received with the Leadership Team, Professional Development Chair, and Conference Planning Committee Chair to



make a final determination on the conference site; negotiate contract terms as appropriate. **President signs the final contract.**

- *For the Summer Institute:* Release a Request for Proposal to college-side members in early May with a late June closing date. Choose the site in conjunction with the Professional Development Committee and Summer Institute Chairs; negotiate the best location and greatest financial support available for the event. **President, PD Chair and SI Chair(s) sign the final contract.**
- Once a contract is signed by the President, the appropriate Committee Chair and the Executive Assistant are responsible for fulfilling the contract terms.

Time commitment for the Executive Assistant averages 20 hours per week.

In addition to weekly responsibilities, the following in-person commitments are also required of the Executive Assistant:

NACAC Conference	3-4 days per year
PCACAC Conference	6 days per year
Summer Institute	5 days per year
PCACAC Full Board Retreat/Meeting	4-5 days per year

PCACAC does not discriminate based on race, color, religion, gender, age, nationality, sexual orientation, or any other category to the extent protected by applicable laws.