



## JOB OPPORTUNITY: Executive Assistant NJACAC

TITLE: Executive Assistant /Employee Part-Time

DESCRIPTION:

The New Jersey Association for College Admission Counseling is seeking a responsible and motivated professional for a part-time position. This position will require an individual who possesses excellent customer service skills and has experience of working with and/or managing events.

RESPONSIBILITIES: Under the direction of the NJACAC President, the Executive Assistant will assist the Executive Committee (Officers), Executive Board members and committee chairs with membership, event communication and event registration to include:

- o Providing operational support, including in-person events as necessary, to the Presidential Trio, the Membership Chair(s), Professional Development Chair(s), and other committees as assigned.
- o Act as financial secretary responsible for all incoming money, working in conjunction with the Treasurer to manage the association's finances.
- o Retrieve mail from the post office box, process checks and purchase orders and record receivables, route to appropriate committee members.
- o Maintain and regularly update the association CRM (Slate) and member portal.
- o Provide general information to members, prospective members, sponsors and interested parties; handle phone and email inquiries (cell phone and laptop provided).
- o Manage insurance renewals, relationship with accountant (independent contractor), and other operational requirements.
- o Assist with administration of NJACAC Regional College Fairs.
- o Generate emails and other communication to membership and generate data reports as requested or needed.
- o Other duties as assigned.

WORK LOCATION: Remote except for required in-person events or programming.

HOURS: Flexible Schedule. Approximately 10-15 hours/week. Morning, evening, and weekend hours may be required based on programming and time of year. The Executive Assistant will be required to attend the following in-person events:

- o NJACAC Annual Conference (typically 3 weekdays in May)
- o NJACAC Summer Retreat (typically 2-week days in August)
  - o NJACAC Winter Retreat (typically 1 weekend day in January)
- o NACAC National College Fair(s) hosted in New Jersey (dates subject to change)

**REQUIRED QUALIFICATIONS:**

- o Excellent organizational skills with the ability to prioritize tasks efficiently.
- o Strong communication skills, both written and verbal.
- o Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- o Proficiency in using online collaboration tools such as Google Workspace.
- o Ability to handle confidential information with discretion and professionalism.
- o Adaptability and flexibility to handle changing priorities and deadlines.

**PREFERRED QUALIFICATIONS:**

- o Experience working in a non-profit or association setting.
- o Familiarity with database management systems and knowledge of event planning and coordination.
- o Working knowledge of QuickBooks Online.
- o Understanding of higher education admissions processes.
- o Previous experience working with membership databases or CRM software.

**SALARY:** Commensurate with experience. Range \$19,000-21,000. Bi-monthly (twice a month) pay.

**SCREENING INFORMATION:** Screening of applications begins immediately and will continue until the position is filled.

**HOW TO APPLY:** Submit materials via [THIS LINK](#)

NJACAC is an equal opportunity organization encouraging a diverse pool of applicants

**About NJACAC**

[The New Jersey Association for College Admission Counseling](#) is NJ's affiliate of the [National Association for College Admission Counseling](#) (NACAC).

**Mission Statement**

Advocating for, supporting, and developing college admission counseling professionals through networking, education and community.

**Vision Statement**

Empowering informed decision making within the higher education admission process.