
Job Announcement

Program Assistant

The National Center for APEC (NCAPEC) is seeking a motivated team player who is highly organized, flexible, has great communication skills and enjoys working with a variety of clients.

Position Description:

This position is responsible for providing executive support to the President as well as administrative and general office support for a busy international business association, which includes meeting coordination, travel planning, event planning and a range of member support services. The Program Assistant may also be asked to manage short-term projects as needed. This position has frequent contacts with senior level U.S. and international executives, via telephone, email, and in person. Work will involve communication and a high degree of confidentiality. This incumbent will report directly to the Director of Operations and may take direction from other executive level staff of the National Center for APEC.

Responsibilities:

The duties of this role are inclusive of, but not limited to the following:

- Executive Support
 - Maintain the calendars, schedule meetings and conference calls, and coordinate national and international travel for executive staff.
 - Draft correspondence and help prioritize tasks.
 - Support the President's Board-related activities by tracking Board development, Board engagement and event sponsorships.
 - Coordinate materials and logistics for Board and subcommittee meetings and calls, document and post meetings minutes.
- Administrative and Program Support
 - Coordinate team meetings and events.
 - Update the National Center's calendar of activities and maintain a staff schedule during the APEC CEO Summit and other high-level meetings as needed.
 - Support Board meetings and events by coordinating venues, catering, invitations and registration and performing other event coordination tasks.
 - Process incoming and outgoing correspondence.
 - Answer calls and direct inquiries to the appropriate staff member.
 - Other office support functions include making photocopies, collating documents, preparing mailings and shipments and formatting documents.
 - Work on special projects as assigned.

Qualifications:

This position requires superlative planning, organizational, multi-tasking skills, and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Attention to detail is vital. Demonstrated agility to shift direction in response to changing work situations is critical. Must be proficient with Microsoft Office programs, most importantly Outlook, Word and Excel. The ideal candidate will have a minimum of 3 years' experience in a fast-paced administrative environment. Prior experience working with an international organization is preferred. Associate of Arts degree required, Bachelor's degree preferred.

Compensation and Benefits:

This is a full-time and salaried position with a competitive salary scale. The National Center for APEC offers a competitive benefits package and an excellent working environment. This position involves infrequent travel and working some evenings and weekends when needed.

To Apply:

Please submit a cover letter, resume, and three references with phone numbers by August 11, 2013 to Marilou Christiansen at mchristiansen@ncapec.org. NOTE: No telephone calls or personal office visits please.