

American Poultry Association

Assistant Secretary Job Description

Duties of the Assistant Secretary

- Manage the daily correspondence of the APA of all types that do not involve financial matters.
- Manage and appropriately store the communications from the Board and Committees.
- Write the monthly columns for the various newspapers and magazines.
- Prepare the quarterly newsletters and arrange for their publication and distribution.
- Assemble and publish the agendas of the Annual, Semi-Annual, and Quarterly Conference Calls.
- Attend the Annual and Semi-Annual meetings and be responsible for recording and publishing the minutes of all meetings.
- Attend all quarterly conference calls and be responsible for recording and publishing the minutes of these.

Required Skills/Abilities:

- Detail-oriented and professional.
- Exceptional communication skills.
- Extremely proficient with Microsoft Office Suite.
- Basic understanding of office equipment.
- Basic understanding of clerical procedures and systems such as recordkeeping, data storage, and filing.
- Ability to work independently and reliably.
- Flexible and adaptable in various situations and when interacting with many different personalities.
- Ability to organize and prioritize tasks.
- Knowledge of, or ability to quickly acquire, familiarity with the American Poultry Association, its history and mission.

Education and Experience:

- Three to five years of experience in a related role preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Annual Compensation: \$6000.00 plus travel expenses to Annual and Semi-Annual meetings.

This is a contract position estimated to encompass 8 hours per week.