

PPAI JOB DESCRIPTION

Advocacy, Engagement and Education Administrative Assistant

Provides organizational support for the Advocacy, Engagement and Education department including the Association certification program, professional development webinars and conferences, awards and recognition and related administrative duties as assigned. Additionally, provide general administrative support for the Board of Directors and the Association CEO.

Reporting Structure

Title of reporting manager: Director of Advocacy, Engagement and Education
Department: Advocacy, Engagement and Education

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Hourly
Job Status (Full-Time /Part-Time /Temp): Full Time
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: Hybrid but position must work from HQ location at least three days per week

Job Discretion

How many people does this position supervise: None
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties *(list up to 10 most important points)*

1. Processes certification applications and completions; granting of credits for staff, company programs, regional education and 3rd party credit; upload completion credits; and processing of company program quarterly usage and invoices.
2. Provide internal and external customer service support for PD inquiries via phone, e-mail, and print, regarding professional development programs including certification, webinars, product safety awareness status, online education access and PD conferences.
3. Coordinates certification recognition process, including item orders, compiling and shipping to new program designees throughout the year.
4. Prepares and organizes onsite event materials (i.e. dine-around reservations /cards, badges, table cards, slides in between speakers, and other items identified by department.
5. Coordinate the packing, shipping of event program materials to and from each event maintaining manifest of program materials and setup of materials at event site.
6. Create evaluations for PD events/sessions and compile scores.
7. Provide all LMS support of webinars and serve as webinar administrator.
8. Supports the Awards and Recognition Coordinator by logging and organizing all award entries.
9. Provide general administrative support for the Board and the CEO.
10. Perform other duties as assigned.

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements

School/Certification Authority	Degree/ Certification	Major/ Minor
High School (Required)	Diploma	
College (Plus)		

Experience Requirements

Type of Work	Years of experience	Depth of Experience
Customer Service	3 to 5 years	Strong communication skills working with customers/members in person and over the phone, including being able to provide step by step instructions.
Administrative Support / Project Coordination	3 to 5 years	Learning Management system experience, a plus

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Proficient Skills in Microsoft Word, PowerPoint, Excel, Teams and Access		Proficient
Demonstrated ability to manage and track multiple projects and deadlines simultaneously		Proficient
Able to take direction from multiple program managers and properly seek prioritization and clarity		Proficient
Ability to communicate concepts and ideas clearly and effectively to staff and members.		Proficient

Physical Activity

- *Sitting: Yes
- *Standing: Yes, At PPAI events, extended periods of standing required
- *Lifting: Yes, 25lbs
- *Pushing/Pulling: Yes

*Bending/Stooping: Yes

*Extended work hours, extended weeks (endurance requirement)

Work Environment

*Office environment

*Trade show floor or event venues

*Temperature controlled environment

* Travel: Must be able to travel

PPAI is an Equal Opportunity Employer (EOE)in

Apply to: apply@ppai.org