



EQUIPMENT SERVICE ASSOCIATION

AID. EXPAND. PROMOTE. ENABLE. PROVIDE.

ESA ADMINISTRATIVE POSITION

Hours: Part-time

Location Direct Report: N/A

Association Direct Report: ESA Board of Directors

This position will only require 4-8 hours a week and can be located remotely. During planning for Annual Convention and Fall Tech, more hours may be required.

Job Duties:

- Manage and coordinate ESA financials including operating and investment accounts, budget, monthly financial statements, tax preparation w/ accountant, annual financial audit and filing of required reports.
- Manage and coordinate ESA membership including database maintenance, membership directory, benefits programs and membership drives.
- Plan and coordinate ESA Semi-Annual Convention including contract negotiations for hotels and transportation, budget, conference schedule, procurement of speakers, tours, optional events, sponsorships, registration process, registration packets, exhibits, meeting minutes, convention evaluations, etc.
- Manage and coordinate ESA Board of Directors including scheduling of board meetings, meeting minutes and attendance, and board nomination and election info.
- Manage and coordinate ESA Scholarship Foundation including accounting of SF Funds, receipts for donations, Silent Auction at convention, non-profit filings, and scholarship applications.

Requirements:

- Proven experience as an administrative assistant, office admin assistant.
- Knowledge of office management systems and procedures.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus.

To apply, send resume to esa@2esa.org.