

**Mississippi Optometric Association  
Administrative Assistant**

**Employment Status: Full time  
Reports to: Executive Director**

The Administrative Assistant for MOA represents the association to all members, vendors, lecturers, and all others who may contact the office via phone, mail, email, fax, or in person. The AA should be able to answer basic questions and should be able to respond to inquiries around membership dues as this position also assists the Membership Coordinator. The AA serves as the Events Coordinator for at least two events per year. AA coordinates details with the on-site reps and handles event registration duties. The AA should be organized and able to respond quickly to requests from the Executive Director, the Executive Board, and general membership.

**Skills Required:**

Data base management, customer service and general phone etiquette, ability to handle multiple tasks, organization, general computer programs, excellent grammar in written and spoken communication, appropriate problem solving skills, ability to learn new and different approaches to tasks. Basic writing skills required.

**General Responsibilities:**

Maintain databases, update website, coordinate conferences and meetings, ability to work long hours during conferences, travel out of town and out of state, work after hours events, general correspondence, handle mailings, and other duties required to ensure smooth operation of a membership association.

1. Conference & Event Coordination
  - a. Registration
  - b. Exposition set-up
  - c. AGU Luncheon/ January and July
  - d. Summer Convention
  - e. Fall Conference & Exposition
  - f. Special Events
  - g. Congressional Meeting appointments
  
2. Board of Directors
  - a. Packets
  - b. Minutes
  - c. Other
  
3. Mailings, physical and/or digital
  - a. eNews – every Friday
  - b. Legislative meeting—annually

- c. Board meetings—quarterly
- d. Committees — annually
- e. Other mailings as may be requested by Board of Directors, President or ED

4. General office duties

- a. Phone and Email
  - i. Answer phone professionally
  - ii. Return calls promptly—within same day if possible, next day at latest
  - iii. Return emails promptly – within 24 hours
  - iv. Take messages and distribute to the correct individual
- b. Mail—open daily, sort, distribute.
- c. Filing—as needed
- d. Take deposits to bank (weekly)
- e. Supplies and inventory—as needed, but checked on monthly
- f. Correspondence—as requested
- g. Appearance—reception area, including area around desk
- h. Support ED with keeping appointments, filing, general organization
- i. Keep ED informed