JOB DESCRIPTION/RESPONSIBILITIES:

**Provide administrative support for the following:**

— Attend monthly conference planning meeting and take meeting minutes to be distributed by the conference chair.  
— Attend general membership meetings and executive board meetings when relevant.  
— Document processing for conference.  
— Conference registration and bookkeeping during conference.  
— Organize and oversee volunteers for conference preparation and during the conference.  
— Assist with grant writing   
— Special Projects as assigned

--- Bookkeeping for ANPA

**REQUIREMENTS/QUALIFICATIONS:**

— High School Diploma  
— Proficient in MS Office, Excel, Word, Power Point, Bookkeeping   
— The ability to work on multiple projects simultaneously.  
— Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving,  
— Ability to manage multiple tasks and achieve deadlines under pressure.

**Interested Individuals should submit resume/CV to**: the Alaska Nurse Practitioner Association secretaryanpa@gmail.com or shannonhiltonanp@gmail.com