

Part-Time Executive Assistant & Office Manager

The Academy for Radiology & Biomedical Imaging is looking for a part-time Executive Assistant and Office Manager. We are a small and diverse team who wear many hats and work in a highly collaborative way in need of someone to help keep us organized and on track. Our environment is fast-paced and constantly changing. This position is a good fit for a detail-oriented individual with heavy administrative office experience. This is a part-time position (approx. 20-25 hours per week) that is in-person working from our downtown Washington, DC office at Farragut Square (Metro accessible at Farragut North).

A successful candidate will:

- Be able to operate autonomously and collaboratively with clear directions
- Have strong proficiency in Microsoft 365 (i.e., Word, Excel, Outlook, and PowerPoint)
- Have strong attention to detail in editing, reviewing, formatting, and distributing Academy communications and documents
- Have an ability to organize and administer office operations, including invoices, maintain office inventory and supplies, calendaring, and related day-to-day operational needs
- Have strong interpersonal and communication skills
- Have great time management

Administrative Functions:

- Perform general administrative functions to support the work of the staff and Executive Director, including but not limited to the following:
- Proofreading and formatting of correspondence, agendas, documents, presentations, and similar work product to make “final” versions
- Coordinate and schedule meetings and events, including with external stakeholders
- Responding quickly, efficiently, and professionally to correspondence
- Maintain and update office calendar, indicating major meetings, travel, and other special events
- Board meeting planning and organizational support, including preparation of meeting agendas and webpages, ensuring room or platform preparations, preparation of minutes, compilation and distribution of meeting materials, and post-meeting follow-up
- Event support including logistical, audio-visual, food/beverage, printed materials, and related needs
- Staff meeting planning and organizational support; collect and distribute agendas for meetings; coordinate dates/times for multi-party conference calls; draft summaries and action items from internal meetings
- Maintenance of contact databases and email lists, Council rosters, Board and Steering Committee rosters, and related information
- Answer and screen Academy phone calls, process mail, and submit purchase orders

Office Management:

- Prepare annual invoices for member dues, track receipt and deposits, maintain membership records, and communicate progress and necessary follow-up on a regular basis
- Maintenance and stocking of office common areas including kitchen, supply room, and conference room
- Process expense reports for staff and volunteers
- Maintain working knowledge of office equipment and technology

- Maintain relationships with vendors to coordinate office services, visits, and contracts (IT, phone, benefits administrator, retirement administrator, etc.)
- Maintain office Standard Operating Procedures; update as needed
- With Executive Director, maintain records relating to human resource policies and programs
- Additional responsibilities as assigned

Education and experience:

- 4+ years office and professional experience managing functions, preferably in a non-profit organization, and experience supporting senior level management
- 2 or 4 year degree

Travel Requirements

- Less than 10%

Supervisory Responsibilities

- This position has no supervisory responsibilities

Salary & Benefits

- This is a part-time position of up to 25 hours per week at \$20-25/hour based on experience; schedule flexibility is available
- The position is overtime eligible, but any overtime will be an exceptional circumstance
- Public transit/parking benefits available at \$150/month

To apply please send your cover letter and resume to info@acadrad.org. No phone calls please.