

## **Help Needed: Executive Assistant for UPF USA**

Susan Bouachri

July 2, 2014

Help Needed: Executive Assistant for UPF USA

Full time, Monday through Friday, at UPF USA offices, 481 8th Ave., New York, NY

### **PRIMARY DUTIES include:**

Coordination of UPF USA programs

Scheduling and calendar management

Serve as Event Manager (logistics: food, lodging, room reservations, supplies, budget)

Social Media: Website, Facebook, and Twitter updates

Maintain online presence, post pictures, respond to posts

Work with UPF field reps to gather /create content for website

Advise and network with UPF Representatives and supporters

Connect to UPF events, initiate positive relations and image of UPF USA

Communicate with UPF Field Reps to answer questions, follow-up

Prepare materials and attend management meetings and conference calls with executive

Take notes, discuss, and offer feedback

Additionally the Executive Assistant will be responsible for bookkeeping using Quickbooks software. Required education and experience is College degree or equivalent work experience, excellent communication skills including professional writing experience; strong computer skills and ability to utilize social media. If interested, contact Niina Jewell

Susan Bouachri, SPHR

HSA-UWC Director of Human Resources