



Asia Pacific Career Development Association

Position Description: General Administrator

APCDA connects career development professionals interested in the Asia Pacific region by providing a global forum for sharing career development ideas, research, and techniques that are effective. Each year APCDA holds one conference, publishes weekly news blogs, hosts monthly online events such as webinars and member orientations, and holds approximately 10 Officer and Board meetings. In addition, APCDA sponsors its own academic journal called the *Asia Pacific Career Development Journal*. APCDA maintains a website (AsiaPacificCDA.org) powered by Wild Apricot (membership management software).

Work hours: 20 hours/week and full time for the 2 months which include the conference.
Compensation: \$400/month for 10 months and \$800/month for 2 months.

Qualifications: Bachelor's degree or higher. Candidates must demonstrate experience in administrative positions where they were given increased duties over time reflective of competence and mastery of job duties. Basic knowledge of organizational finance, global travel and lodging, event management, and professional writing. Additional Core qualifications include:

- Excellent English skills
- Knowledge of HTML and ability to format webpages
- Skill in formatting documents in Word
- Ability to create mailmerge documents

Duties:

- Report directly to the APCDA Executive Director.
- Become knowledgeable about all aspects of APCDA and respond to requests for information.
- Coordinate the annual conference (2 months full time).
 - Liaison with host country planning committee, support keynote speaker selection, coordinate hotel room reservations/ transportation/ marketing/ refreshments/ facilities/ scheduling/ materials/visa invitation letter from host country/invitation letter etc.
 - Coordinate on-site conference activities during the conference.
- Maintain online membership database
- Write and maintain HTML pages on website
- Produce newsletter in HTML from articles submitted
- Produce mailmerge letters as PDF files and email them to recipients
- Use form letters to write personalized responses to various questions
- Produce attractive flyers using Word converted to PDF
- Email announcement and reminders to members and contacts
- Prepare data from survey and conference evaluation
- Other duties as assigned.

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