



The South Dakota Occupational Therapy Association is looking for a part time administrative assistant to assist the Association. The administrative assistant reports directly to the SDOTA President. Duties include the following:

1. Checking and responding to email and voicemail.
2. Checking post office box and distributing mail.
3. Maintaining and updating databases.
4. Maintaining QuickBooks account and reporting financial updates to the Treasurer prior to all Executive Board and annual Business meetings. Communicating with the accountant for records purposes.
5. Submitting bills on a timely basis.
6. Maintaining a current listing of fees.
7. Coordinating advertisements.
8. Printing and distributing labels.
9. Coordinating exhibitors and sponsors at SDOTA events.
10. Maintaining and updating the SDOTA web site as directed by Supervisor.
11. Supporting the work of committees for production of brochures and bulk mailings. This includes being available for meetings of the Continuing Education, Membership, and Public Relations committees at the request of the committee chairs.
12. Maintaining official Association documents including: Certificate of Incorporation; Bylaws, Policies and Procedures; Membership and Executive Board meeting minutes; official correspondence; originals of forms; and financial review reports.
13. Maintaining inventory of SDOTA property which includes: handling check-out of inventory items, promotional materials, and other resources to committees and general membership as needed and contacting outgoing officer/committee chairperson to obtain inventory items related to that position to have available for next officer/chairperson.
14. Sending out Welcome Packets as new practitioners are identified.
15. Emailing notices of job openings in South Dakota to membership.
16. Attending the SDOTA Executive Board meetings as directed by Supervisor.
17. Attending Membership and Special meetings of the Association as directed by Supervisor.
18. Informing membership when scheduled to be away from office for extended period of time and providing a contact (typically the President) for questions that arise.

This position will require an average of 7-8 hours per week that varies with the Association's calendar of events. Interested applicants should email a resume to [sdota.president@g.com](mailto:sdota.president@g.com). Interviews will begin August 16 and continue until the position is filled.