



Conference for Food Protection

EXECUTIVE ASSISTANT

Position Description

The Executive Assistant (Assistant) works with the Executive Director (Director) to administer the day-to-day business of the Conference for Food Protection (CFP). The Assistant is an independent contractor hired on a part-time basis and is subject to the terms of the prevailing service agreement.

Responsibilities and Duties

- Supports the objectives of CFP as stated in Article I of the *Constitution and Bylaws*.
- Has a thorough knowledge of the *Constitution and Bylaws*, *Conference Procedures*, and *Biennial Meeting Information Manual*.
- Reports to the Director.
- Manages the information on the CFP website with the assistance of the Director and a professional webmaster.
- Publishes the CFP newsletter.
- Maintains the CFP membership database; creates reports and rosters, and develops mailing lists.
- Assists the Director with development of a Standard Operating Procedures Manual to include Position Descriptions, Board policies and Scripts and is responsible for its maintenance.
- Records, transcribes, and distributes Board meeting minutes.
- Conducts membership outreach activities.
- Responds to general E-mail inquiries as assigned by the Director.
- Writes and distributes routine reminder E-mails for Board meeting announcements, Council/Committee formation memos, and Council/Committee report solicitations.
- Assists the Director with the Delegate process to include outreach and rosters.
- Assists the Director with the preparation of the biennial meeting program.

- Provides onsite assistance to the Director at the biennial meeting.
- Writes and distributes acknowledgements to workshop participants, Council members and resolution recipients at the conclusion of each biennial meeting.
- Assists standing committee chairs and Council Chairs as assigned by the Director.
- Compiles biennial meeting Proceedings with the assistance of the Director.

Selection Criteria

- A member in good standing of CFP.
- Has personal knowledge and experience of the structure and operation of CFP.
- Has excellent writing, word processing, and database management skills.
- Commits to attending Board meetings and the biennial meeting.
- Commits to serving two (2) years; ensures no conflict of interest prevails; and abides by the terms of the service agreement.