

Pennsylvania Dental Hygienists' Association (PDHA) Executive Secretary

The Pennsylvania Dental Hygienists' Association is seeking a candidate to maintain the day-to-day business operations of the Association in support of our mission to support the advancement of the profession of Dental Hygiene. This position is a part-time independent contract position (1099) with an average of twelve hours per week. Scheduled office hours will need to be established prior to contract finalization. Compensation in accordance with the PDHA budget.

Required

Skills:

- Knowledge of QuickBooks (Online), Microsoft Suite, social media platforms, Constant Contact
- Organized
- Proactive
- Problem-solver
- Tech savvy
- Good written and verbal communication skills
- Detail-oriented
- Professional

Education:

- High School Diploma or equivalent
- Valid driver's license

Preferred

- Dental background/experience

Duties:

- Manage the Central Office of the PDHA
- Promptly answer all correspondence received by this office for the PDHA or forward to appropriate person for handling
- Assist the President, Executive Committee and all Committee Chairs as needed
- Request and Prepare Board of Trustees Reports for all board meetings and house of delegates
- Take and transcribe minutes from all meetings of the board of trustees and the house of delegates, including distribution of dispositions following
- Create, distribute and process all invoices at the request of the organization
- Maintain relevancy and currency of website and communicates needed updates to third party vendor.
- Communicate with members/non-members when necessary
- Travel within the state to in person board meeting/annual session as required
- Management of Continuing Education promotion and registration
- Creation and distribution of PDHA promotional materials
- Media management and creation on social media platforms

- Maintain all documents and records of the organization, including updating of manuals as directed
- Coordinates travel/lodging as needed
- Processes and distributes organizational awards/scholarships
- Works to maintain relationships with other collaborating professional organizations