



POSITION DESCRIPTION

EXECUTIVE ASSISTANT/PROJECT COORDINATOR

Reports to the Executive Director. Responsible for administrative support of the Executive Director and coordination of special projects involving grant and contract development, strategic planning, board of directors and committee meetings, and library and filing systems.

RESPONSIBILITIES:

Handles elements of project research, creates and manages databases; coordinates scientific and Board meetings; makes travel arrangements; carries out program-specific administrative duties while maintaining quality control of outgoing correspondence and proposals; drafts staff meeting minutes.

GENERAL DUTIES:

1. Handles administrative aspects and revisions of assigned programs/projects.
2. Plans meetings, conferences and seminars
3. Coordinates response to APUA emails and addresses general inquiries about APUA initiatives and furnishes appropriate materials
4. Conducts directed research
5. Assists in grant/development research and proposal activity
6. Develops and maintains databases
7. Performs other duties as assigned
8. Drafts letters, keeps schedule

QUALIFICATIONS:

1. A minimum of a four-year college degree (background in Public Health, Epidemiology, Biology, Ecology, International Studies or Health Policy are preferred)
2. Experience and success in development coordination, or the willingness to learn
3. Experience as an Executive Assistant
4. Excellent communications, organizational and interpersonal skills
5. Strong numerical and computer skills (i.e., Microsoft Word, Outlook, Excel, Access, Internet, PowerPoint)
6. Detail oriented
7. Able to work in fast-paced environment
8. Must be self-motivated

The Alliance for the Prudent Use of Antibiotics (APUA) is a growing, independent organization dedicated to curbing the global problem of antibiotic resistance and to improving antibiotic use through research and education. All positions with the Alliance provide staff with an opportunity to learn more about this global health issue and to help find workable solutions.

Application: Please forward a cover letter and resume/CV to Human Resources, APUA, 75 Kneeland Street, Boston, MA 02111. E-mail: apua@tufts.edu. See www.apua.org for more information.