



# National Liquor Law Enforcement Association



## **JOB ANNOUNCEMENT PART TIME ADMINISTRATIVE ASSISTANT**

### Position Summary

We are searching for a **Part Time Administrative Assistant** located in the Calverton, Maryland office. The person hired in this position will assist our Executive Director and Executive Board with the day-to-day operations of the Association.

### Job Requirements

- High school diploma or GED
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office programs, including Word, Excel and Powerpoint
- Must work independently and have good time management skills
- Work approximately 16 hours a week during regular business hours
- Be able to travel one to two times throughout the year within the United States

### Preferred Experience and Skills

- BA in social science or related field
- Proficiency with ConstantContact and/or ProClass software
- Experience with meeting or event planning

### Some Primary Duties and Responsibilities

- Coordinate and process all membership applications and conference registrations
- Data entry for projects and initiatives coordinated through the Association
- Make travel arrangements for instructors and Executive Board
- Weekly news searches for articles related to alcohol law enforcement

### Exemption Type and Hourly Rate

Non-exempt with hourly rate of \$17.00/hour

### To apply

Submit your resume and a cover letter to [support@nllea.org](mailto:support@nllea.org). Position will be open until filled.

### About the NLLEA

The National Liquor Law Enforcement Association (NLLEA) is a non-profit association of law enforcement personnel dedicated to the enforcement of alcohol laws and regulations. The NLLEA is committed to improving the standards and practices of alcohol law enforcement, to the professional development of its members, and to public recognition of the role of alcohol law enforcement in protecting and promoting public safety.