**Job Listing**

**Administrative Assistant**

Community Associations Institute (CAI), an international membership organization dedicated to building better communities by providing information, education, and resources to the homeowner volunteers who govern communities and the professionals who support them, is seeking an experienced and passionate administrative assistant to help advance the mission of the organization.

**What You’ll Be Doing**

You’ll provide top quality administrative support to the Executive Office and Chapter Relations Team, as well as:

* Maintain leadership records
* Maintain chapter and leadership areas of website
* Fulfill chapter marketing and membership materials requests
* Troubleshoot membership issues
* Administer annual awards and elections programs
* Book and coordinate executive and volunteer leader travel plans
* Assist with special meetings and events
* Other projects, as needed

**What You Need**

* 3-5 years experience demonstrating solid administrative skills
* Ability to efficiently multi-task, prioritize, and adapt in a fast-paced work environment
* Excellent customer service skills
* Accurate and efficient verbal and written communication skills, including strong spelling, grammar, and editing/proofreading skills
* Attention to detail, team mentality, and a positive attitude
* Resourcefulness and critical thinking skills to make sound administrative/procedural decisions and judgments
* High level skills in Microsoft Office suite with a focus on Word and Excel
* Experience with Sharepoint and NetForum (or other CRM) a plus
* Non-profit association experience a plus

If you appreciate a flexible and professional work environment, CAI is the place you’ll want to work. We offer a competitive compensation and benefits package, including 401(k) plus matching, a wellness program, and enjoyable employee activities. Our office is located minutes from D.C. in the heart of Falls Church with a free shuttle bus to the East Falls Church Metro and is about a mile away from the route 50 exit off I-495. Voted one of the top 50 places to work in Virginia in 2018!

Submit your resume and cover letter **with salary requirements** to jobs@caionline.org.

Please note: applications without salary requirements will not be considered.

Candidates ONLY—no calls from staffing firms please.

Community Associations Institute (CAI) is an equal opportunity employer.