



Alaska Association of Harbormasters & Port Administrators

Core Purpose: To Promote & Serve Alaska's Ports and Harbors
Core Values: Advocacy | Communication and Information Resource | Sustainable, Safe, and Secure Infrastructure

Executive Secretary Position Description

Introduction:

AAHPA is an association of over forty municipal harbors throughout Alaska and the Fisherman's Terminal in Seattle. The Association is a 501(c)(6) organization committed to our corporate memberships' total needs in managing and improving our public harbor facilities. Additionally, the Association includes sustaining members supporting a suite of harbor related professions including consultants, engineers, contractors, maritime attorneys and suppliers.

AAHPA seeks a detail-oriented Executive Secretary possessing strong interpersonal skills with excellent computer and communications abilities that is capable of working independently. The position reports directly to the AAHPA Board of Directors. This is an approximately 0.25FTE position.

Required Skills:

- Organizational skills
- Writing and editing
- High level of proficiency in Microsoft Word, Excel, and QuickBooks software
- Experience with membership databases, websites, and communications

Preferred Skills:

- Experience with social media, web site and content management systems, blog posts.
- Knowledgeable of local & state harbor governance, structure, laws and policy.
- Ability to solicit governmental entities, businesses and professional firms dealing with activities relating to expanding and maintaining effective relationships.

Job Responsibilities:

- Assist the Board of Directors in planning and recommending new policies, activities, services, and programs which further the objectives and goals of AAHPA.
- Serve as a primary person of contact for all AAHPA business transactions and inquiries, including membership recruitment and retention.
- Oversee membership correspondence, including annual membership renewals, monthly electronic newsletters, and thank you letters.

- Under the general direction of the President perform a variety of technical administrative and financial support tasks including but not limited to:
 - Develop the Board of Director's meeting agendas and associated documents.
 - Draft and maintain meeting minutes from Board and membership meetings.
 - Develop and coordinate AAHPA lobbying activities before the State and Federal legislature and administration.
 - Draft and compile annual program and overall organizational budgets and mid-year budget revisions.
 - Update/produce financial statements to the President and Treasurer for approval
 - Assist with preparation for Board meetings, and other special events, including travel planning and organization.

- Ensures accurate record keeping, including membership database, bookkeeping in QuickBooks, membership minutes, and historical documentation.
- Responsible for the oversight/coordination of AAPHA conferences, including the annual fall conference in coordination with the host community and primary oversight of the winter administrative conference.
- Participate at all annual conferences and strategic planning sessions.
- Manage all aspects of the Association's high school scholarship program
- Bookkeeping services to include accounts receivable and payable.
- Create outreach and other graphic materials as needed (e.g. in-house charts and forms, flyers, brochures, signs, trifold displays).
- Responsible for the care and maintenance of AAHPA owned property.
- Implement processes to support the Board of Directors vision and strategic goals.
- Execute and administer contracts or commitments as may be authorized by the Articles of Incorporation and Constitution, Bylaws, or the Board of Directors.
- Maintaining and updating the AAHPA's website www.alaskaharbors.org and the AAHPA Google Group/listserv.
- Coordinate with NW Trade Association to secure vendor booth at the annual Seattle Boat Show which is manned by AAHPA membership.
- Performing other duties as necessary to fulfill the goals and objectives of AAHPA.

Additional Information: The position is located at the home of choice. Successful applicants should have a minimum of five years of proven administrative experience, with a strong preference going to those applicants with demonstrated writing, computer proficiency, and experience in the nonprofit sector and/or maritime industry. Travel (a minimum of three trips annually) is a required. Salary range is \$14,000-\$17,000 DOE.

To Apply: Please send a resume, letter of interest, and three references to info@alaskaharbors.org. Position is open until filled.