



Job Opportunity – Executive Secretary

Association of Structural Pest Control Regulatory Officials

The Association of Structural Pest Control Regulatory Officials (ASPCRO) is seeking an Executive Secretary to provide administrative support to the Board of Directors and Membership. This position is a 12-month part time position with total anticipated work hours of 300 hours annually. Hours are not equally distributed across the calendar year (12 months). The anticipated start date is January 2, 2019.

Specific duties & responsibilities include:

1. Maintain website including current listings for:
 - a. Executive Board
 - b. Committee Chairs and Members
 - c. Member States, Tribes, and Territories
2. Send annual dues notice;
3. Renew Corporation annually;
4. Respond to all email inquiries received via association website;
5. Post all draft and final minutes for mid-year and end-of-year Board of Directors Meetings and Annual Report to the Membership;
6. Post all Committee Reports and relevant resource materials;
7. Post mid-year and end-of-year meeting information;
8. Submit and present a written report outlining accomplishments and activities for current year to date, and current membership at both mid and end of year meetings;
9. Maintain distribution lists for:
 - a. States, Tribes, and Territories
 - b. Interested Parties
10. Develop/maintain a calendar for deadlines and events; and an organizational filing system as appropriate including maintenance of historical documents;
11. Coordinate mid-year and end-of-year meeting registrations with on-line registration company;
12. Review and recommend online and other business solutions to assist Association in meeting its goals; and
13. Maintain Past President and Hall of Fame Awards (plaques);
14. Upon selection of Hall of Fame and Presidential Awardees, have plaques and certificates as appropriate made and sent to annual meeting location;

15. Coordinate with the Planning Committee Chair and President to ensure effective communication on the progress of registrations for the mid-year and end of year meetings;
16. Design annual meeting brochures and banners;
17. Working collaboratively with Planning Committee and Planning Committee Chair in securing hotel contracts for both mid and end-of years including all contract negotiations;
18. Participate in all Planning Committee conference calls for mid and end-of years;
19. Participate in Planning Committee site visits;
20. Attend both mid-year and annual meetings; participate in conference calls and other special meetings of the Board, Committees or other groups as appropriate; and
21. Perform other duties as assigned by ASPCRO President and Board of Directors.

Preferred candidates will have previous experience in position with similar duties and responsibilities and a demonstrated ability to independently plan, prioritize, organize and execute job duties. The position requires effective oral/written communication skills and proficiency using personal computers. The successful candidate may not be employed by or act as a consultant to the pest control industry or a pesticide registrant; any local, state or federal government agency responsible for pesticide regulation, or any other pesticide related association or entity during the term of the contract.

Interested parties are invited to submit their interest and resume to: president@aspcro.org

Should you have any questions regarding this position, please contact Irene King, ASPCRO Vice President, at 575-646-2733.

The Association of Structural Pest Control Regulatory Officials (ASPCRO) is a professional association of the structural pest control regulatory officials representing the fifty states, tribes and territories. ASPCRO's goal is to protect the health and welfare of the citizens of each state through the fair and effective regulation of the pest control industry, including registrants and manufacturers of pesticides, which is vital in the control of pests of public health and economic significance www.asprco.org.