



POSITION: NIIPC Secretary

SUPERVISOR: NIIPC President – Administrative District

JOB SUMMARY: Provides secretarial support, fiscal support and bookkeeping support to the NIIPC President to ensure efficient operation of the cooperative. Performs confidential secretarial duties and coordinates cooperative activities with the President and Vice President.

JOB DUTIES: General Responsibilities

1. Prepares and sends out District Membership Invoices for annual dues
2. Maintenance of all hard copy and computer records/files
3. Updates computer programs to meet record keeping requirement.
4. Coordinates all member/advisory board meetings.
 - a. Agenda
 - b. Facility Arrangement
 - c. Food & technology needs
6. Records, transcribes and sends out minutes in a timely fashion
7. Trains and orientates all new members to NIIPC.
 - a. Ability to travel and meet with members, as needed
 - b. Update the Access data base
8. Tracks all member issues in regards to distributor and meets with vendor yearly.
9. Assist in auditing all bid prices on a regular basis to ensure accuracy
10. Assist in checking to make sure coop members are not making any purchasing errors.
11. Keeps track of member's choice of professional development choices.
12. Updates and monitors NIIPC website, in relation to job responsibilities.
13. Assist in trouble shooting member issues.
14. Attends all advisory and meetings of the whole.
15. Attends training sessions as required to keep current on procurement laws.
16. Access to Microsoft Office and NIIPC files at home.
17. Available for contact during business hours.
18. Other duties as assigned by President.

QUALIFICATIONS: Good knowledge of business English, spelling, modern office practices and procedures. Ability to maintain good working relationships with all community contacts, vendors, community organizations as well as other directors. Considerable skill in organizing work effectively and prioritizing demands in a timely manner.

Specialized procedures, self-directed with little or no supervision, substantially diversified procedures but with range of precedents covering many situations. Important interpersonal skills used for understanding, influencing, and/or providing service to others.

EDUCATION AND EXPERIENCE:

Competency at the excellence level in Access, Microsoft Office and Google Platform programs, required. Understanding of nutritional analysis software beneficial.