



The Association of Black Psychologists

Now Hiring: Immediate Administrative Coordinator

The Association of Black Psychologists seeks an energetic and detail oriented part-time Administrative Coordinator to work in our Ft. Washington, MD office. This is a temporary (with possibility of permanent hire) position that is responsible for general administrative duties including office reception, membership management, event and program support. Telecommuting is not an option. Office hours are Monday, Wednesday and Friday from 9:00am-5:00pm.

Qualifications

The Ideal Candidate will have:

- At least two (2) years of experience working for a member managed nonprofit organization
- Prior experience managing nonprofit membership functions and event registration
- Strong project management and customer service skills
- Proficiency in database management and analysis
- Excellent verbal and written communication skills
- Ability to multi-task and meet deadlines in a fast paced environment
- Proficiency in Microsoft Office Suite
- Ability to type a minimum of 45wpm with accuracy

Education

- High school diploma required, college degree preferred

**Please submit resume and three (3) professional references
by February 8, 2018 to hr@abpsi.org**