



## **Job Opportunity: Administrative Officer**

The Los Angeles Society of Pathologists, Inc. is seeking a dynamic individual for the position of Administrative Officer. This is a part-time role as an independent contractor.

**Start Date:** April 1<sup>st</sup>, 2024

**Salary:** \$1000.00 per month (Annual 12k)

### **Key Responsibilities:**

- Manage day-to-day operations of the Society.
- Prepare and maintain monthly Board meeting agendas, minutes and manage the Society calendar.
- Create and distribute a monthly newsletter.
- Handle budgeting and preparation of financial statements.
- Track and bill for membership dues.
- Coordinate events for Society meetings (10 per year, including one major day-long seminar), involving offsite and remote activities.
- Manage and create CME (Continuing Medical Education) certificates.
- Demonstrate excellent computer skills.
- Be available during the workday for prompt responses to Society needs.

### **Basic Qualifications:**

- Strong organizational skills with the ability to collaborate with a volunteer rotating Board.
- Proficient in Microsoft Suite (Access, Word, Excel, PowerPoint, Outlook), Adobe, Zoom, and social media updates.
- Web skills are a plus but not critical.
- CME background or the ability to quickly grasp CME requirements.
- Must have own office space with a printer and computer access.

**How to Apply:** Interested candidates should email their resume to [lasopmd@gmail.com](mailto:lasopmd@gmail.com) with the subject line "LASOP Administrator Application."