

## **Executive Secretary Job Posting**

The Charleston County Bar Association seeks an Executive Secretary. This is a home-based part-time position with an average of 15 hours per week. The Executive Secretary gives administrative support to the Executive Committee and works closely with the President, President –Elect and Secretary/Treasurer and the Public Relations Consultant. Some of the main duties include:

- Managing Membership
- Checking Obituaries Daily
- Publishing a weekly Tuesday Talk e-blast to all members
- Completing CLE Attendance Forms for submission to CLE Commission
- Responding to all phone calls/e-mails
- Communication with Sponsors
- Checking PO Box weekly
- Planning the Annual Meeting
- Assisting with a quarterly newsletter
- Attend monthly CCBA Executive Committee Meeting
- Assisting with CLEs and social events, as needed
- Assist Committee Chairs, as needed

Strong organization skills and administrative assistant or paralegal skills preferred. If interested, please send a resume to [secretary@charlestoncountybar.org](mailto:secretary@charlestoncountybar.org) and [andrew@connor.law](mailto:andrew@connor.law).