

**NATIONAL ASSOCIATION OF STATE  
MENTAL HEALTH PROGRAM DIRECTORS**

**JOB ANNOUNCEMENT**

**Sr. Administrative Assistant**

The National Association of State Mental Health Program Directors, Inc. (NASMHPD), the primary national association advocating for the collective interests of state mental health authorities in all 50 states, 4 territories and the District of Columbia seeks a Sr. Administrative Assistant to maintain membership database, assist with meeting support activities and provide general administrative and office support.

Bachelor's degree and a minimum of one year office experience or an AA degree and three years of administrative secretarial and management support experience required. High school diploma or GED and significant demonstrated administrative experience may substitute for degree. The qualified applicant must demonstrate the ability to communicate effectively both verbally and in writing. Must have the ability to handle a fast-paced ever changing environment and proficiency working within databases and using Word & Excel. Ability to prioritize and handle multiple tasks and/or multiple details simultaneously essential. Must be able to manage phone system, maintain membership database, assist with meeting support activities and provide general administrative and office support. Strong skills in coordinating tasks with others and exceptional skills in time management and organizational planning required. In addition, the preferred applicant will have experience in meeting development and management, registration procedures, working with facility managers, and on-site supervision. Some lifting required on occasion.

NASMHPD is an Equal Opportunity Employer. Minorities, women and persons with disabilities are encouraged to apply.

NASMHPD offers a competitive salary and a comprehensive benefits package. We are ideally located in Old Town Alexandria and have free on-site fitness and parking facilities. Interested applicants should submit a letter of interest with salary requirements or salary expectations and a resume to:

Kelle M. Masten  
Human Resources Associate  
National Association of State Mental Health Program Directors  
66 Canal Center Plaza, Suite 302  
Alexandria, VA 22314  
[kelle.masten@nasmhpd.org](mailto:kelle.masten@nasmhpd.org)  
Fax: (703) 548-9517