



The International Association of Orofacial Myology (IAOM) is a non profit organization dedicated to the advancement of myofunctional disorders. The IAOM is the only accrediting agency that certifies Orofacial Myologist (COM). Professionals involved in this nearly 800 member organization include: Speech Language Pathologists, Dental Hygienists, Physical Therapists, Nurses, Occupational Therapists, Dentists, and ENTs. We are growing and are looking to hire a virtual administrative assistant to work under the direction of our Executive Coordinator and committee chairpersons.

#### Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of the organization.
- Schedule meetings and send meeting invites.
- Carries out administrative duties such as electronic filing, typing, copying, binding, scanning, editing & formatting PDF documents.
- IT and Computer Management Software: ability to learn new platforms & folder management systems.
- Completes operational requirements by scheduling administrative projects and expediting work results.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Provides information by answering questions and requests.
- Contributes to team effort by accomplishing related results as needed.

#### Administrative Assistant Skills and Proficiencies:

- Reporting Skills
- Administrative Writing Skills
- Managing Processes
- Organization
- Multi task
- Attention to detail
- Accuracy and judgement
- Professionalism
- Problem Solving
- Verbal Communication
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat, Google drive

#### Work Hours:

- 20-40 hours/month with the possibility for an increase
- 20.00/hour
- Schedule is flexible
- Occasionally require availability during the business day to confer with the Executive Coordinator and/or Committee Chairs (varied time zones).

Prospective candidates should submit their resume to: Jenn Asher,  
Executive Coordinator: [info@iaom.com](mailto:info@iaom.com)