AMERSA DEPUTY DIRECTOR

AMERSA seeks an energetic individual to serve as Deputy Director. *This full-time position offers competitive compensation and a health insurance stipend.*

The Association for Multidisciplinary Education and Research in Substance Use and Addiction, AMERSA, founded in 1976, is a non-profit, dynamic, international professional organization whose mission is to improve health and well-being through interdisciplinary leadership in substance use education, research, clinical care and policy. Visit the AMERSA website at: [https://amersa.org/about-us/what-is-amersa/](https://amersa.org/about-us/what-is-amersa/).

The Deputy Director supports the Executive Director in the day-to-day administration, organization, and management of all affairs of the association. The Deputy Director is expected to build and maintain a comprehensive understanding of all aspects of a small membership organization and its members – with a strong desire to contribute to the organization’s overall success.

**Major responsibilities** 1) all phases of national conference planning, including publicity, organizing, planning, and execution; 2) program management, grant management, fund raising, and reporting; and 3) working closely with the AMERSA Board of Directors on professional and administrative duties. A successful candidate would be expected to succeed to the Executive Director.

**Education and Experience Required**
- BA/BS public health/related field
- Business administration/nonprofit management
- Solid understanding of nonprofit financials
- Nonprofit accounting/bookkeeping; QuickBooks experience
- Grant writing / management
- Work with nonprofit Boards of Directors and multidisciplinary groups of healthcare professionals
- Conference planning

**Job Requirements**
- Full-time (40 hours/week)
- Flexible work hours
- Travel 1-2 times per year
- Provide own home office workstation including phone and high-speed internet

**Skills Required**
- Excellent writing skills
- MS Office suite: e.g., Word, Excel, PowerPoint and Google tools – Gmail and Google Docs
- Social media platforms
- Excellent organizational, communication, and administrative capacity
- Website management

To apply, please e-mail: resume, cover letter, and anticipated salary range, to Doreen@amersa.org *(phone calls will not be accepted).* AMERSA is an Equal Opportunity

Employer. Individuals from minority and/or under-represented groups are encouraged to apply. Deadline to apply – May 20, 2019

Preference will be given to Rhode Island residents.