

EXECUTIVE ADMINISTRATOR

The Omaha District Dental Society (ODDS) is seeking an organized, dependable, and personable individual to serve as its **Executive Administrator**.

KEY RESPONSIBILITIES – Duties and responsibilities include, but are not limited to:

- Coordinate all activities of the ODDS Officers, Board of Directors, committees, and membership.
- Implement and maintain policies, programs, and initiatives established by the President, Board of Directors, and membership.
- Evaluate the effectiveness and success of ODDS programs, activities, and initiatives and provide relevant feedback to Society leadership.
- Provide administrative support in the planning and execution of meetings of the Board of Directors and the General Membership.
- Assist Officers, Board members, and committee chairs with administrative duties and follow-up.
- Plan and execute ODDS continuing education, social, philanthropic, and community outreach programs in coordination with applicable committees and/or the Board of Directors
- Serve as a liaison between the ODDS and related organizations, including the Nebraska Dental Association, American Dental Association, and specialty organizations.
- Maintain effective and timely communication with ODDS members regarding association activities, programs, events, and other relevant information.
- Coordinate the publication and distribution of *The Chronicle*.
- Assist with preparation of the annual budget and administer the annual budget as approved by the Board of Directors and membership.
- Maintain necessary membership records.
- Maintain and update the ODDS website.
- Solicit commercial sponsors and coordinate ODDS responsibilities related to sponsorship agreements.
- Create, manage, and post content across ODDS social media platforms.

IDEAL CANDIDATE – The successful candidate will be:

- Highly organized and able to manage multiple priorities
- Dependable, responsive, and comfortable working independently
- Professional and personable in communication with members, volunteers, and community partners
- Comfortable with email, Microsoft Office, Google Workspace, social media, and website management
- Experienced in association management, nonprofit administration, event coordination, communications, or a related field (preferred, but not required)

POSITION DETAILS

This is a part-time independent contractor position. The Executive Administrator is expected to work 10-20 hours per week; additional hours may occasionally be required. This role is primarily remote with a flexible schedule, including occasional evenings and weekends. In-person attendance is expected at ODDS meetings, events, and other activities. Compensation for this position is \$25-\$35 per hour, based on experience and qualifications.

Interested candidates should submit a resume and cover letter outlining their interest and experience to omahadistrictdental@gmail.com. Applications will be reviewed as received.