

THE COUNCIL ON COMPULSIVE GAMBLING OF NJ, INC.

POSITION TITLE: ADMINISTRATIVE ASSISTANT

SUPERVISED BY: Executive Director

SALARY: \$50,000 per year

DATE APPROVED: March 24, 2026

EXEMPTION STATUS: Non-Exempt

SALARY: \$50,000 per year

At the direction of the Executive Director, or his/her designee, this full-time position will be responsible for the following:

- As needed, assist Executive Director in planning and organizing all aspects of The Council on Compulsive Gambling New Jersey.
- Coordinates Council activities with the Executive Director and Office Administrator, provides technical support to staff regarding dissemination of information and preparation of materials on problem gambling to address needs of diverse populations.
- Providing assistance related to annual conference, seminars and other special event activities.
- Draft and disseminate written correspondence, reports, and marketing materials.
- In collaboration with the Office Administrator, acts as a liaison with the Department of Health and Human Services and accountant regarding budget and grant related issues.
- Acts as a liaison with State representatives, the National Council on Problem Gambling, other organizations and the community.
- Schedule conference, seminar, and travel arrangements.
- Develop and maintain relationships with appropriate entities and draft, respond to, organize and file correspondence.
- As needed, communicate and follow up with staff regarding the status/completion of tasks assigned and/or associated with external initiatives.

- Collaborates with Office Administrator regarding accounts receivable and payable, payroll, and taxes, as needed. Perform all related duties as required.
- Prepare all Board of Directors meeting minutes, agendas, packet material and Board Portal maintenance.
- Other duties as required.

Requirements:

- High School Diploma or GED
- Strong written and oral communication skills; excellent administrative and analytical abilities.
- Proficient in Excel, Word, PowerPoint and Quickbooks. Ability to learn new computer programs.
- A working knowledge of gambling disorder preferred but not required.
- Must report to office located in Hamilton Township, NJ (i.e., this is not a remote work position).
- Duty hours are flexible as needed.