

Programs and Administrative Assistant

(Part-Time, Remote – Colorado Residents Only)

Summary

The Programs and Administrative Assistant provides essential administrative services and constituent and member support. This position plays a key role in the administration of a high-stakes national certification exam, maintaining the integrity and confidentiality of all testing materials and processes, and ensuring the smooth delivery of education programs and constituent services. This part-time, non-exempt, remote position reports to the Education Programs Manager.

Essential Duties

- Program Support:
 - Support activities related to candidate registration and administration of a high-stakes national certification exam, maintaining the integrity and confidentiality of all testing materials and processes.
 - This includes processing applications and updating payment records, eligibility verification, reporting, troubleshooting, website updates, and online communications, in addition to other related responsibilities.
- Administrative Support:
 - Provide general office support and maintain digital records, shared files, and tracking systems related to course and exam programs and member services.
 - Provide occasional administrative support to the Education Programs Manager and Executive Director.
- Member/Volunteer Engagement:
 - Deliver excellent customer service by phone and email to members, candidates, and examiners.
 - Provide occasional support to volunteer committees or member meetings, including scheduling, attending meetings, and creating meeting minutes.
- Other duties as assigned.

Minimum and Preferred Qualifications:

- Bachelor's degree with at least 3 years of administrative support experience in a nonprofit environment preferred; equivalent additional administrative experience will be considered in lieu of a degree.
- Strong organizational, communication, and problem-solving skills required.
- Proficiency with online meeting software required (Zoom, Google Meet, etc.); proficiency with Microsoft Office Suite and Google Workspace required.
- Demonstrated ability to manage multiple priorities, meet deadlines, and work independently in a remote environment required.
- Commitment to maintaining confidentiality and supporting an inclusive, respectful atmosphere for members, candidates, and other employees required.
- Must reside in Colorado and have permanent authorization to work legally in the United States.
- Individuals must pass a state and national background check before starting employment.



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- Experience with Association Management Systems, Learning Management Systems, and/or Content Management Systems strongly preferred.
- Experience in an educational or certificate/certification program preferred.

Compensation & Schedule

Anticipated Compensation Range: \$20 – \$25 per hour (based on experience & qualifications).

Expected schedule: Approximately 10-20 hours per week, flexible within standard business hours; occasional evenings or weekends may be required.

Benefits

Sick Leave: This part-time position accrues paid sick leave in accordance with Colorado's Healthy Families and Workplaces Act and organizational policy. No additional benefits are offered at this time.

Location:

This is a remote position open only to residents of Colorado. Relocation assistance is not provided.

Physical Demands

Prolonged periods of computer use; occasional light lifting may be required (up to 20 lbs.). Reasonable accommodations available.

APPLY NOW

If you experience any trouble with the online application, please email a cover letter/statement of interest to admin@ccahm.org.

About the Council of Colleges of Acupuncture & Herbal Medicine (CCAHM)

The Council of Colleges of Acupuncture & Herbal Medicine (CCAHM) is a national association dedicated to promoting excellence in acupuncture and herbal medicine education. CCAHM represents accredited colleges and universities of Acupuncture and Herbal Medicine across the United States and collaborates closely with educational, professional, and regulatory partners to advance high standards in training, safety, and clinical practice.

In addition to its leadership in higher education, CCAHM administers the Clean Needle Technique® (CNT®) course and certification exam, required for licensure in most states. The organization also provides member engagement programs, faculty development opportunities, and strategic initiatives that strengthen the acupuncture and herbal medicine profession nationwide.

CCAHM operates as a small, mission-driven nonprofit association with a collaborative remote team based in Colorado. Employees enjoy a flexible, professional work environment and the opportunity to contribute to the advancement of integrative healthcare education. CCAHM is an equal opportunity employer and values diversity. We strongly encourage applications from all qualified individuals.