**Job Advertisement:**

The North Carolina Society for Respiratory Care (NCSRC) is seeking to fill the role of Executive Secretary as of June 1, 2024. This position is part time without benefits. Duties include but are not limited to administrative management of the NCSRC central office, fiscal management of accounts, virtual, and in person support of community events hosted by the NCSRC. The Executive Secretary must be meet requirements for Bonding Insurance as defined by insurance agency and the American Association for Respiratory Care. Respiratory Care Practitioner experience preferred. Anyone interested in applying for this position, should submit their resume and cover letter to the NCSRC by emailing [NCSRC@NCSRC.org](mailto:NCSRC@NCSRC.org). Applications will close on April 15, 2024, or until the position is filled.