

# **Poudre Education Association**

## **Job Posting: Associate Staff/Office Manager**

(November 2020)

The Poudre Education Association (PEA) is both a professional association and an advocacy organization of 1,300 members. We are the teachers' union in Fort Collins, CO. PEA is affiliated with 39,000 members of the Colorado Education Association (CEA) and the 3 million members of National Education Association (NEA).

PEA is a very active, highly democratic organization governed by members. The decision-making structure is designed to ensure maximum representation for teachers in the Poudre school district.

Our union is seeking a qualified candidate for a full time, associate staff position to provide professional administrative support to the PEA President, UniServ Director, Executive Board, Association Representatives, and rank and file members. Because this position balances a variety of responsibilities, a high degree of flexibility, professionalism, significant initiative and attention to detail are required. The ideal candidate will have an understanding of bookkeeping principles in a non-profit environment, extensive computer literacy and a commitment to social justice and the labor movement. Familiarity with the operations of a membership organization or labor union operation are preferred, as is familiarity with public education. This is an opportunity to work in a growing organization, dedicated to ensuring great public schools for all students and educators.

### **Position Details:**

#### **Office Responsibilities:**

- Oversee day-to-day operations of the Association office and manage all aspects of assigned projects.
- Maintain and organize official records, documents, and communications.
- Prepare reports and materials for Board, Association and Committee meetings, as needed.
- Schedule and organize activities such as local meetings, activities, conferences and events. This includes booking rooms and taking care of travel needs for members and leadership.
- Maintain all databases the Association uses for the virtual office.
- Coordinate all details (space, equipment, food) for Association meetings.
- Maintain high level of confidentiality regarding the Association's business and protecting the privacy of members by keeping all identification out of sight from the public during business hours & after hours.
- Other duties may be assigned in order to maximize a timely and efficient workflow.

#### **Membership Responsibilities:**

- Maintain membership records in NEA data base:
  - Enter all information for new members in a timely manner
  - Maintain accurate record, including current contact information
  - Provide building AR's with up to-date building membership reports
  - Provide President & Membership Chair with monthly membership updates
- Maintain a wide variety of data lists: Building membership list, Executive Board, Association Representatives, and Committees.
- Maintain payroll deductions, EFT and individual dues payments for all members:
  - Report new members to district payroll
  - Verify district payroll dues deduction report with membership each month

## **Financial Responsibilities:**

- Maintain fiscal record keeping and up-to-date information for multiple programs.
- Assist leadership in preparing and modifying the program's annual budget.
- Maintain financial reporting system using QuickBooks and Excel. Enter revenue and expense data into QuickBooks.
- Coordinate and prepare for year-end closing and 990. Coordinate and prepare 1099s for independent contractors and Summer Member Organizers.
- Assume, along with the Treasurer, the responsibility for all financial transactions of the Association as directed by the Association's fiscal policy.
- Prepare and submit, along with the Treasurer, all financial reports required by the IRS with such documents to be signed by the President on behalf of the association.
- Perform bookkeeping tasks involving accounts payable, accounts receivable, check processing, balancing checkbook.

## **Desired Skills:**

- Proficiency with personal computers with an advanced level of skill using a variety of software including QuickBooks, Google Drive, Microsoft Office, Mailchimp, Canva, etc.
- Minimum of 3 years QuickBooks experience preferred.
- Operating knowledge of phones, copiers, etc.
- Accuracy, attention to detail and deadlines.
- Experience managing the annual budget process with a budget in the ballpark of \$350,000.
- Outstanding interpersonal and communication skills, both oral and written.
- Highly organized and able to multi-task.
- Efficient in an environment with evolving priorities.
- Work well independently as well as with a team.

## **Compensation & Benefits:**

- Competitive hourly rate: \$20 - \$25/hour dependent on qualification and experience.
- Health & Dental Insurance Coverage.
- Professional Development Allowance.
- 401(k) Retirement Plan and Life & Disability Insurance Benefits.
- This is a year-round, full time position.

## **Location:**

- Fort Collins, Colorado
- Hybrid work environment

## **Application Process:**

- A letter of interest, a current resume with 2 references and one reference letter must be received by 5PM on November 23, 2020.
- Submit electronically to [jrobinson@coloradoea.org](mailto:jrobinson@coloradoea.org)

The Poudre Education Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. We aim to assemble an applicant pool that represents the face of the world we live in. We encourage applications from candidates with diverse backgrounds and experiences. PEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, and/or age.