

St Vrain Valley Education Association
Job Posting: Associate Staff/Office Manager
(August 2020)

Assignment: Associate Staff/Office Manager for the St. Vrain Valley Education Association (SVVEA)

SVVEA, affiliated with the Colorado Education Association and the National Education Association, is seeking a qualified candidate for a full-time, Associate Staff position. The position involves managing the office, performing receptionist duties as well as administrative and complex secretarial work.

POSTING DATE: August 24, 2020 CLOSING DATE: September 11, 2020
INTERVIEWS: September 22/24, 2020

Tasks and necessary requirements for this position are as follows:

Office Responsibilities

- Act as receptionist – professional dress and friendly attitude
- Answer the phone and address the needs of each caller
 - Screen visitors and in-coming communication
 - Deliver messages to Presidents/Unit Directors
 - Answer questions about membership, employee rights, legal and legislative issues, and taking appropriate action to address the caller’s needs if an answer is not readily available or known.
- Open, sort and distribute mail
- General copying
- Filing and maintaining records
- Arrange services for the office: cleaning service
- Coordinate all details (space, equipment, food) for all meetings
- Prepare reports as requested
- Manage contracts with vendors and maintain office equipment
- Maintain master calendar
- Inventory and order supplies for office

Membership

- 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 as requested by President/UD’s
- Maintain a wide variety of data lists: Building membership list, Board of Directors, Association Representatives, and committees.
- Maintain payroll deductions, EFT and individual dues payments
 - Report new members to district payroll

- Verify district payroll dues deduction report with membership each month
- Prepare new teacher materials for New Teacher Orientation

Financial Responsibilities

- Manage payment of all office bills
- Perform bookkeeping tasks involving accounts payable, accounts receivable, check processing, balancing checkbook
- Assist in preparing budget
- Provide monthly income and expense reports for the Board of Directors and Association Representatives meetings
- Maintenance of Workers' Compensation Plan
- File PAC reports with the Secretary of State

Other Duties

- Establish a positive working relationship with the school district officials
- Draft, edit, and proofread documents and correspondence as needed
- Attend CEA Staff meetings when agenda is relevant
- Willing to "help out" with any and all tasks as needed

Desired Skills, Knowledge, Abilities

- Proficiency with personal computers and advanced level of skill using a variety of software including Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Operating knowledge of phones, copiers, etc.
- Effective verbal and written communication skills
- Ability to maintain strict confidentiality
- Ability to take initiative and be self-directed
- Ability to multi-task and manage priorities
- Accuracy, attention to detail and deadlines
- Ability to establish professional working relationships with a wide variety of people
- Effective customer service techniques in responding to complaints, conflict
- Maintain and update website

COMPENSATION AND BENEFITS

This is a bargaining position with a salary range of \$25,000 - \$48,000 based on prior experience. Medical to be discussed.

APPLICATION PROCEDURE

A letter of interest, a current resume with 2 references and one reference letter must be received by 5:00 pm September 11, 2020.

Submit electronically to kburkett@coloradoea.org