



Position Title: Administrative Associate

Position Summary: Advance CTE is seeking an Administrative Associate who is detail-oriented, highly organized and enjoys working in a fast-paced, non-profit environment. This individual will lead and support a wide range of projects and tasks, including managing the office, providing a range of administrative support, maintaining a robust membership database and serving as a liaison to the Board of Directors. This position is an ideal fit for an individual who excels working collaboratively in a mission-driven organization, while juggling a mix of short-term and long-term projects, is motivated by producing a high volume of work that is of superior quality, and is looking to learn the ins and outs of a successful non-profit from the ground up.

Primary Responsibilities

Office Management

- Perform a wide range of office administrative responsibilities, including, answering phones/email/doorbell; arranging conference calls; setting up conference room for meetings; photocopying; etc.
- Receive and process incoming and outgoing mail and packages
- Coordinate with building management and vendors to maintain the office environment and all equipment, including scheduling equipment maintenance and ordering supplies upon approval
- Maintain an organized and easily accessible filing system for all organizational records, paperwork and information, in keeping with the record retention policy
- Provide primary administrative support to the Executive Director and Deputy Executive Director, in particular scheduling, travel arrangements, expense reports and meeting preparation
- Assist with accounts receivable duties, including invoice entry, coordination of monthly reconciliations and audit reports; liaison with finance contractors (accountant, auditor, and bookkeeper) etc.
- Product and order fulfillment

Membership-Related Administrative Support

- Maintain an accurate organizational membership database (CiviCRM) and other related communication platforms (e.g., membership listservs, Board rosters, etc.)
- Receive and respond to member, non-member and prospective member inquiries
- Provide support for the planning, preparation, execution and follow up of Advance CTE's formal and informal meetings and conferences, including managing all aspects of attendee and speaker registration for Advance CTE's two annual meetings
- Provide support for the annual membership enrollment and renewal process, including coordinating member communications and engagement

Board of Directors' Relations

- Lead the planning, scheduling, preparation, and follow up of all in-person and virtual Board of Director meetings, including monthly Executive Committee and Finance/Audit Committee calls
- Manage the Board of Directors and officer nominations and election process
- Serve as the primary point of contact with all Board members, including the Executive Committee
- Compile and distribute monthly Board updates
- Update and maintain the Board policy manual and Board web portal

- Compile Board meeting materials and books

Qualifications & Skills

- Three years of related experience as an administrative/office assistant or manager
- Ability to think critically and exercise excellent problem-solving judgment
- Ability to work independently, accurately and meet deadlines, as well as simultaneously manage multiple projects/tasks
- Excellent organizational and customer relationship management skills
- Strong English language oral and written communication skills
- Ability to handle confidential and sensitive information with discretion
- Proficiency with computer software programs, include Word and Excel (required), PowerPoint (preferred) and the ability to type 60 words per minute accurately
- Proficiency with the Google Suite (Gmail, Drive, Google Docs, etc.)
- Knowledge of standard office equipment such as personal computer, laser printer, copy machine, fax machine, LCD projector, scanner, multi-line phone system etc.
- Prefer experience with WebEx, Basecamp and QuickBooks Online
- Hold a valid driver's license within the commuting areas, have access to a reliable car with current insurance or access to a reliable/flexible transportation source

Supervision Received: The Administrative Associate will work under the direction of the Executive Director.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift, carry, push, pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

How to Apply: Please submit a cover letter, resume, and a list of at least three professional references and salary history/requirements to careers@careertech.org. Application deadline is January 10, 2018.

About Advance CTE

Advance CTE was established in 1920 to represent the state and territory heads of secondary, postsecondary and adult career technical education (CTE) across the nation. Advance CTE, through leadership, advocacy and partnerships, aims to support an innovative CTE system that prepares individuals to succeed in education and their careers, and poises the United States to flourish in a global, dynamic economy. For more information, see www.careertech.org