



**Position Title:** Office Manager

**Position Summary:** Advance CTE is seeking an Office Manager who is detail-oriented, has strong organizational skills, thrives in an environment where multi-tasking is a given, and enjoys learning and growing while working in a fast-paced, non-profit environment. This individual will lead and support a wide range of projects and tasks, from providing office management and administrative support to coordinating meeting logistics and Board of Director engagement.

## **Primary Responsibilities**

### Manage Advance CTE's Office

- Perform a wide range of office administrative responsibilities, including, answering phones/email/door; arranging conference calls; photocopying; receiving and processing incoming and outgoing mail and packages, etc.
- 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 organizational records
- Update and maintain the standard operations manual

### Provide Financial, Human Resources and Administrative Support to the Advance CTE Team

- Provide support to the Executive Director and Deputy Executive Director, in particular scheduling, travel arrangements, expense reports and meeting preparation
- 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.
- Support the fiscal needs of the organization including accounts receivable and payable, including supporting the Finance Committee
- Support the Executive Director in the effective executive of human resources management, including benefits renewals, processing, etc.
- Order fulfillment and inventory management

### Serve as Board of Directors Liaison and Support Member Engagement

- Lead the planning, scheduling, preparation, and follow up of all in-person and virtual Board of Director meetings, including bi-monthly Executive Committee calls
- Serve as the primary point of contact with all Board members, including the Executive Committee
- Compile all Board of Directors briefing materials, books and reports
- Manage the Board of Directors and officer nominations and election process
- Update and maintain the Board policy manual and Board web portal, as well as annual policy recordkeeping
- Maintain up-to-date member records, directories, listservs, and organizational mailing lists.
- Receive and respond to member, non-member and prospective member inquiries

## **Qualifications & Skills**

- Associate's degree plus at least five years of related experience as a senior administrative assistant or office manager or seven years of related experience as an office 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/member relationship management skills
- Strong English language oral and written communication skills
- Ability to handle confidential and sensitive information with discretion
- Working knowledge of membership management and member database management, including working knowledge of CRM systems such as CiviCRM or Salesforce.
- Pass a clean criminal and fiscal background check
- Proficiency with computer software programs, including Word and Excel (required), PowerPoint (preferred), Quickbooks (preferred) and the ability to type 60 words per minute accurately (required)
- Knowledge of standard office equipment such as computer, printer/copy machine, fax machine, LCD projector, scanner, multi-line phone system etc.
- 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
- Some travel required and ability to work flexible hours in response to member and organization initiatives; as well as attend conferences and Board meetings in the early morning hours or late evenings

**Supervision Received:** The Office Manager 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.

#### **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](http://www.careertech.org)