



Notice of Vacancy

PACE Administrative Assistant

Oregon School Boards Association
1201 Court St., N.E., Suite 400
Salem, OR 97301

Oregon School Boards Association (OSBA) is a non-profit corporation whose members include school districts, community colleges, and education service districts and is dedicated to improving student achievement through advocacy leadership and service to locally elected, volunteer Oregon school boards.

Supervision/General Position Description:

Provide administrative support activities of a complex or technical clerical nature for to the PACE Administrator, PACE staff and PACE Trustees which require advanced skills, independent judgment and discretion. This includes, but is not limited to, identifying and gathering data and information, organizing and presenting information in a clear and understandable format and provides scheduling and contract support as necessary. Independently prioritizes work and completes tasks within fixed timelines.

Works under the supervision of and reports to the PACE Administrator/Director and receives little instruction on day-to-day work and receives general instructions on new assignments. Performs other duties and responsibilities as assigned by the Executive Director or the Deputy Executive Director.

Salary Range:

Commensurate with experience and background, with a salary range of \$32,700 - \$49,100

Employee Benefits:

Medical, dental, vision, life, and disability insurance. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

Essential Job Functions:

- As direct support to PACE Administrator/Director and PACE staff, prepares initial draft, edits, and prepares final drafts of letters, charts, tables, graphs, reports, contract documents, materials for conferences and workshops using PowerPoint and administrative support. Final drafts are assembled from handwritten copy, audio tape, or computer files. Organizes hard copy and computer files and retrieves materials as needed.
- Responsible for administrative support and recommendations to the PACE Administrator/Director on departmental budget and resources needed. Track departmental expenses (i.e., sponsorships/partnerships; booth-related give-a-ways, signage; marketing materials; business cards; nametags; etc.)
- Provides general administrative support for the PACE Administrator/Director meeting planning and materials preparation for Trustees and committee meetings; gathers and assembles packets; sets up and takes minutes and generates final minutes for adoption; responding to phone, fax and e-mail requests for information.

- Answers phones for PACE Administration department staff and takes messages and, when appropriate, contacts PACE staff. Assists PACE staff in making travel arrangements and conference registrations. Provides support to PACE staff while out of the office.
- Coordinates annual PACE Day event, contacting speakers, making travel arrangements, materials, presentations, etc. Works in partnership with the OSBA Events Coordinator to contract with the venue (i.e., convention center, hotel rooms, food, room set-up, etc.)
- Manage & administer the PACE Day app for the PACE Day annual event.
- Works with the OSBA marketing department to manage, develops and maintains all information, migrating content and creating new pages on the PACE website; updates intranet and external web pages. Develop and maintains PACE website content.
- Writes broadcast emails on topics of concern to the membership.
- Develop and implement a strategy for improving the consistency and quality of written and media communications provided to the membership.
- Assist with the development and maintenance of reference materials.
- Set-up and manage all trainings, seminars and conferences for the PACE department, staff and PACE members.
- Manage Facebook and Twitter accounts for PACE (i.e., news, events, trainings, etc.)
- Maintains accuracy of data maintained in the organizations database for PACE members
- Uses Survey Monkey to create and update surveys.
- Some travel is required.

Physical Qualifications:

The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting.

Minimum Job Qualifications:

High school graduate or equivalent plus post high school training or equivalent experience in secretarial sciences. Two years of relevant training or experience is preferred.

Proficiency in the use of the English language, including vocabulary, spelling, grammar, punctuation, syntax, general editing and reference skills; including the ability to write in a concise, logical and grammatically correct manner.

Effective interpersonal skills and the ability to work well with people of various social, cultural, economic and educational backgrounds.

Demonstrated ability to organize and complete work assignments quickly and accurately.

Demonstrated ability to work under tight time frames while managing competing demands and priorities, exercise independent judgement and adapt to frequent changes in workload and priorities.

Demonstrated ability to solve problems and ask for assistance as needed.

Touch typing, dictation and computer experience including word processing. Proficiency with Microsoft Word is required; experience in Excel, PowerPoint and database software is preferred.

To apply:

Submit the following materials to:

1. A cover letter;
2. A completed application form;
3. Names and contact information for 3 references;
4. Current resume.

Reasonable Accommodations:

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

For an application contact:

Oregon School Boards Association
1201 Court St., NE, Suite 400
Salem, Oregon 97301
Phone: 503-588-2800
Fax: 503-588-2813
www.osba.org/jobs

Hiring Schedule:

Closing Date: February 15, 2019 or until filled
Screening begins: February 4, 2019
Commence Work: March 1, 2019 or as soon as possible