



**March 10, 2025**

**The Alaska Association of School Business Officials (ALASBO) is seeking a Member Services Director to provide the following essential job functions:**

### **POSITION SUMMARY**

Oversee and manage a diverse portfolio of professional development programs, providing ongoing learning opportunities and fostering a vibrant member community for school business officials across various areas (Finance, HR, IT, etc.).

### **DUTIES AND RESPONSIBILITIES**

- Provide management and coordination of ALASBO's professional development programs including related resource teams and workshops for Finance, School Admin Assistant, HR, IT, Maintenance and other (PD) tracks that may be determined, School Business Academy (SBA), the New Business Manager Institute (NBMI), Power Lunches, and other PD programs. This includes the on-demand learning contracted through Texas ASBO.
- Facilitate NBMI cohort book discussions.
- Coordinate user-group meetings for software and Pcard groups.
- Coordinate SFO exam preparation course and related meetings.
- Coordinate and finalize PD content for the Leadership and Annual Conference Programs with collaboration from the PD committee and Executive Director.
- Prepare board reports and participate in Board meetings.
- Use YM, Google Drive and other technology tools to facilitate ALASBO functions.
- Attend the ALASBO Annual Conference
- Attend the ALASBO Summer Leadership Conference
- Attend the ASBO Annual Conference
- Maintain *Your Membership* association management system and ALASBO

- website with content assistance from Executive Director
- Collaborate with the Executive Director to manage conference registration processes for members.
- Assist Silent Auction Committee at Annual Conference
- Provide Member Services Director message for published quarterly newsletters in February, May, August and November.
- Other duties as assigned

**Qualifications:**

- Minimum 3-5 years of experience in program development, event planning, or a similar role within a non-profit or membership organization.
- Strong communication, organizational, and interpersonal skills.
- Excellent project management and time management skills.
- Proficiency in technology tools (e.g., website management platforms, email marketing software, ).
- Experience with association management software (Your Membership) is a plus.
- Passion for professional development and supporting the success of school business officials.

**Work Environment:**

This is a part-time (0.5 FTE) position required to work remotely based within Alaska.

Vacancy Notice posted: March 10, 2025 – Open until filled - First Review 3/24/25

Position Start Date: April 1, 2025 or as agreed per offer of position

Salary: TBD

Send a letter of Interest, a current resume and three references to:

Darcy Carter, Executive Director at [darcy.carter@alasbo.org](mailto:darcy.carter@alasbo.org)

If you have any questions, please call Darcy at 907-744-0719.

ALASBO's Mission: To promote the highest standards in school business practices.

## ALASBO is an Equal Opportunity Employer

### **Key Responsibilities:**

#### Professional Development:

- Develop, coordinate, and manage ALASBO's professional development programs (workshops, conferences, online learning modules).
- Collaborate with committees and instructors to finalize program content.
- Facilitate discussions and manage logistics for professional development programs.
- Track program participant feedback and evaluate program effectiveness for continuous improvement.

#### Member Engagement:

- Maintain and update the ALASBO website and member database (Your Membership) to ensure user-friendly access to resources and information.
- Coordinate user-group meetings for software and purchasing card users.
- Assist with conference registration for members and vendors.
- Develop and implement communication strategies to keep members informed about professional development opportunities and other relevant updates.