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## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**Position Title:** Events & Travel Administrative Assistant

**Program:** Conditions for Learning team

**Reports To:** Conditions for Learning Director

**Location:** Juneau

### **POSITION SUMMARY**

The Administrative Assistant ensures the efficiency of the Conditions for Learning team at the Association of Alaska School Boards. The Administrative Assistant develops and maintains organizational systems, processes, and tools to enhance student outcomes.

The Administrative Assistant will work with AASB staff, schools and school districts, grant partners, the Department of Education and Early Development (DEED), families, and other community partners to promote best practices to enhance student outcomes.

### **KEY RESPONSIBILITIES**

**Organize and Monitor Systems:** Develop, improve and monitor systems for organizing documents, data, and workflow to ensure smooth operations (Airtable project management, calendars, purchasing forms).

**Create Support Documents:** Generate internal documents to facilitate project success and streamline team activities. This requires strong communication and tracking skills to work with a remote and in-person team.

**Event & Meeting support:** Assist with logistics for team and partner meetings. This may include preparing materials, logistics, setting up technology, and food deliveries for group meetings.

**Survey Administration:** Administer partner surveys, track responses, and manage correspondence related to team projects. Review response and manage response rates.

**File Management:** Organize, update, and maintain digital files for CFL team.

**Workflow Facilitation:** Assist in utilizing technology and applications to support the team's workflow and monitor deliverables, including tracking meetings and deadlines.

**Travel Arrangements:** Arrange travel for key partners and occasionally new staff.

**Calendar Management:** Maintaining calendars for the team, ensuring all events and details are up-to-date.

**Contact List Maintenance:** Update and maintain the Conditions for Learning contacts lists.

**Team Support:** Provide support to other team members as needed. This can include ensuring distribution of materials and working with partners to access resources.

**Supplies:** Order and oversee office purchases and supplies requests.

## **POSITION QUALIFICATIONS**

### **Education:**

- High school diploma or equivalent required

### **Experience:**

- 1-2 years of administrative or office support experience

### **Knowledge, Skills, and Abilities:**

- Experience in Google Workspace (Drive, Sheets, Slides, Gmail)
- Exceptional organizational skills and keen attention to detail.
- Excellent written and verbal communication abilities, and the capacity to manage multiple tasks and prioritize effectively are essential for collaborating and engaging with partners, management, and staff.
- Experience with Airtable preferred, but not required

**Working Conditions:** Work to be conducted primarily in the Juneau office; occasional weekend and overnight travel required.

**Physical Demands:** Some lifting required (up to 40 lbs.) Long hours on computer/keyboard.

**Salary/Benefits:** This is a full or part-time, non-exempt, hourly position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm; weekend work may occasionally be required. A generous leave and benefit package is included for full-time employees

### **AASB Equity Statement**

*AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. Hiring is contingent upon completion of a successful background check. All employees are subject to the AASB policies and terms and conditions of employment.*