



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

**Position Title:** Administrative Coordinator

**Revised Date:** 2/16/2026

**Program:** Board Development/Business Office

**Salary:** \$64,000

**Reports To:** Associate ED/Business Manager

**PTO Tier:** 1

**Location:** Juneau

**FLSA Status:** Full-time, Non-Exempt

### **SUMMARY/PRIMARY PURPOSE OF JOB**

Provide an advanced level of administrative support for the AASB Board Development Team and Business Office. This position will organize, schedule, and administer support for both teams to advance AASB's mission.

### **Key Responsibilities**

#### **Business & Financial Operations (50%)**

- Assist the CFO and Business Manager with payroll processing and timesheet reviews.
- Record deposits, manage credit card charge entries, and provide audit support.
- Utilize QuickBooks for payroll recording and financial reporting.
- Other duties as assigned.

#### **Board Development Program & Event Support (35%)**

- **Events:** Coordinate logistics for statewide events and the Annual Conference, including venue coordination, registration, materials preparation, and shipping.
- **Superintendent Services:** Support search and evaluation programs: managing processes in the Revelus platform, travel coordination, and managing feedback data via Google Forms to create board reports.
- **Policy Support:** Review updated school district policies and work with Microscribe to maintain online policy manuals.
- **Surveys:** Provide support for statewide salary surveys.
- Other duties as assigned.

#### **Office & Team Coordination (15%)**

- Manage office supply inventory and workspace needs.

- Maintain the All-Staff Google Calendar and coordinate the distribution of organization-wide materials.
- Provide technical support for Zoom and Google meetings.
- Act as backup for the Executive Administrative Assistant (phones, mail, etc.).
- Other duties as assigned.

## Qualifications & Competencies

- **Education:** High school diploma required; degree preferred. Relevant experience considered in lieu of a degree.
- **Technical Skills:** Proficient in Microsoft Office (Excel, Word, PowerPoint), Google Suite, Apple tools, Adobe, and QuickBooks.
- **Soft Skills:** Exceptional communication skills, problem-solving mindset, and ability to manage multiple deadlines in a fast-paced environment. Ability to contribute effectively as part of a team, work autonomously with initiative, and exercise sound independent judgment.
- **Cultural Awareness:** Understanding of Alaska's cultures, people, and education systems.

## Working Conditions

Work to be conducted primarily in the Juneau office with some remote office work possible. May need to travel and work weekends a few times per year for trainings/conferences.

## Physical Demands

Some lifting may be required (up to 40 lbs.). Significant time using a computer keyboard and monitor. Occasional prolonged periods of standing and/or walking.

## Salary/Benefits

This is a full-time, Non-Exempt (overtime eligible) position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm with a one-hour lunch break. Salary is dependent on experience. A generous leave and benefit package is included.

## Application Process

Please submit a resume and cover letter to [lmiller@asb.org](mailto:lmiller@asb.org). The deadline to apply is **Friday, March 20, 2026**.

*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 experience, qualifications, and job requirements.*