



Notice of Vacancy

Board Development Administrative Assistant

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

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

OSBA strives to create welcoming and inclusive environment that values the diversity of our staff and our members. We promote fairness and equity to create a workplace environment where everyone is treated with respect and has a voice.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We have seen the research that indicates people of color and women hesitate to apply for jobs unless they feel they meet all of the job qualifications. We encourage you to apply, even if you do not believe you meet every one of the qualifications. You may be exactly who OSBA needs.

Step inside our world and you'll find one passionate leader after another working together in a spirit of collaboration that is simply contagious. The dynamic individuals who belong to the OSBA family are committed to excellence – for our members and the students our members serve.

Supervision/General Position Description:

Works under the supervision of and reports to the Director of Board Development 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 Deputy Executive Director or the Executive Director.

Salary Range:

Commensurate with experience and background, with a starting 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:

Provides general administrative support for the department director including, but not limited to, general correspondence; responding to phone, fax, and e-mail requests for information as assigned.

Prepares, types, edits, and proofreads letters, charts, tables, graphs, materials for conferences and workshops such as *Powerpoint* presentations from handwritten copy, audio tape, or electronic documents for department staff.

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Performs administrative support activities of a complex or technical clerical nature, 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.

Organizes hard copy and computer files and retrieves materials as needed.

Assists in updating information, migrating content, and creating new pages on the website, updates intranet and external web pages.

Answers phones, takes messages and, when appropriate, contacts staff. Assists staff in making travel arrangements and conference registrations. Provides support to staff while out of the office.

Work Location:

OSBA offices are located in Salem, Oregon. However, in an effort to attract top-quality candidates, OSBA will consider candidates who would work remotely from another part of Oregon.

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 (up to 25 lbs).

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 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 organize and complete work assignments quickly and accurately.

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

Touch typing, dictation and computer experience including word processing. Proficiency with *Microsoft Excel* and database software is required. Knowledge of *MS Word* experience 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

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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: 5:00 p.m. August 31, 2021
Screening Begins: September 1, 2021
Interviews: September 7-8, 2021
Commence Work: ASAP or no later than September 27, 2021