



Notice of Vacancy

Senior Communications 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:

Performs administrative support activities of a complex or technical clerical nature for Communication Services staff as well as internal clients, which require advanced skills, independent judgment and discretion. This includes support for all department activity including coordination of special projects. Independently prioritizes work, has a keen eye for details and completes tasks within fixed timelines.

Works under the supervision of and reports to the Director of Communication Services 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 \$39,000 - \$58,800

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:

- Coordinates various communications vehicles using Word, Excel and InDesign by editing, proofreading and formatting news announcements, press releases, articles and newsletters in Sitecore to post on website.
- Formats various materials using InDesign and serves as back-up to the Graphic Designer and the Marketing Consultant for layout and design function.
- Formats and emails association emails, newsletters and various material using Mailchimp and CRM.
- Performs lead and independent role in daily assembly and prioritizing of articles for OREdNews.
- Stays up-to-date on educational issues affecting Oregon schools and students.
- Edits and proofreads a variety of publications, from short emails to multi-page booklets for all OSBA departments.

An Equal Opportunity Employer

- Coordinates and posts news releases, information related to services and assists in the review of and maintaining the Departments information on the OSBA website.

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 copyreading or editing. Two years of relevant training or experience is preferred.

Excellent knowledge 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 required.

Experience and familiarity with Adobe Creative Suite (including *InDesign*, *Photoshop* and *Illustrator*). Experience and familiarity with Microsoft Office products, including *Word*, *Excel* and *PowerPoint* required. Basic HTML skills preferred.

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* and database software is required.

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: May 10, 2019 or until filled
Screening begins: May 13, 2019
Commence Work: June 3, 2019 or as soon as possible