



Administrative Specialist

Nebraska Association of School Boards (NASB), www.NASBonline.org, is a private, non-profit association serving school board members across the state of Nebraska. NASB has provided an array of services to our more than 1,700 members for over 100 years. Our growing Association is seeking a highly engaged individual with strong verbal and written skills and a dynamic personality to join our team.

Job Description

The Administrative Specialist provides support to the Associate Executive Director, Director of ALICAP/Insurance, Director of Marketing, Communications and Advocacy, and the Director of Policy Services. This position will assist with proofing articles and marketing of legal publications and workshops; assist with corporate administrative duties for the Legislation Committee and several of our subsidiary companies; work with the legislative advocacy team; and maintain the Association vehicles.

Essential Functions

1. Assist with answering incoming calls, route calls to the appropriate employee.
2. Assist with corporate secretary duties for the Nebraska Council of School Attorneys.
 - Review, update and market all legal publications.
3. Provide administrative and clerical support for NASB Membership Campaign.
4. Provide administrative and clerical support for NASB Legislation Committee.
 - Serve in a communication role with the Legislation Committee scheduling various meetings, conference calls, etc.
 - Serve as recording secretary for the NASB Legislation Committee: preparing agendas, handouts, recordings, and minutes.
5. Provide administrative and clerical support for legislative advocacy.
 - Prepare all online Nebraska Accountability and Disclosure Commission (Lobbyists & Principal) lobbying reports with the Nebraska Legislature.

- Serve in a communication role between NASB and the Legislature scheduling various meetings, conference calls, etc.
 - Assist with the Legislative Issues Conference: senator invites, attendance, transportation, etc.
 - Work as part of legislative team to determine bill tracking, bill positions, etc.
 - Prepare testimony letters and send them to the appropriate committee members and the introducing senator.
 - Update Associate Executive Director's calendar with hearing schedules.
 - Serve as recording secretary for the NASB Legislation Committee conference calls: preparing agendas, recordings and minutes.
6. Assist the Director of Policy Services with corporate secretary duties.
 7. Assist Director of Marketing, Communications and Advocacy with various publications, memberships, and the NASB website.
 8. Reconcile Associate Executive Director's monthly credit cards statements.
 9. Responsible for database updates and entries:
 10. Manage the Association vehicles, maintenance schedules and vehicle registrations.
 11. Manage all mailings for the ALICAP insurance program.
 12. Co-responsible for managing ALICAP's database, eManager.
 13. Responsible for inputting all property appraisal data for ALICAP members.
 14. Assist the Director with the ALICAP renewal process each March/April.
 - mailing out the renewal packet and ensure all data is updated in database.
 15. Assist the Director in planning ALICAP Board Meetings each May, July and November.
 16. Assist the Director in Audited Payroll Figures collection, each September, from the ALICAP membership.
 17. Responsible for daily maintenance and updates to the ALICAP.org website.

18. Responsible for responding to membership's booklet orders, requesting invoices from the accounting department, and physically mailing out booklets to the membership.

Required Skills

- Experience managing all aspects of events from very small to very large groups.
- Very strong computer literacy in all of the Microsoft Office products.
- General database experience, CRM preferred but not required.
- Ability to manage multiple projects at a time.
- Highly motivated, goal oriented, organized and a team player.
- Strong oral and written communications skills.

Minimum Education Requirement and Work Experience

- Applicant must have a high school diploma and an Associate of Applied Science Degree (office professional emphasis preferred but not required).
- Minimum of 3 years' experience in a professional office setting.

Benefits:

NASB will provide you with a competitive salary, 401k (10% employer contribution with a possible 3% match), health and dental, vision, life insurance, long-term disability, 11 paid holidays, vacation, sick, and bereavement leave, summer hours in June and July (office closes at 2 p.m. each Friday with full pay for the day), wellness and staff activities on a regular basis, paid professional membership and professional activities (conferences and workshops), tuition reimbursement program, flexible spending account for medical and dependent care reimbursement. Possible bonuses dependent on success of any given fiscal year.

Salary and Benefit Package Range:

Salary Range of \$17 to \$20 per hour (Total Benefit Package of \$48,000 to \$55,000)

Please submit the following to Sallie Horkey, Chief Operating Officer, at shorkey@NASBOnline.org

- Cover Letter, Resume and five Professional References
- College Transcript
- Application for Employment - members.nasbonline.org/index.php/about-us

Deadline for submissions: October 15, 2021