

# ADMINISTRATIVE PROFESSIONAL JOB DESCRIPTION

The Association for Career and Technical Education of Arizona (ACTEAZ) is seeking a dedicated and organized Administrative Professional to join our team. This role is essential in ensuring the smooth operation of our association, supporting the mission, and assisting in various administrative, business, and clerical tasks to support and advance our purpose.

ACTEAZ believes that all Career and Technical Education (CTE) professionals are driven by a shared commitment to make a meaningful difference in the lives of students and the broader community. We are dedicated to supporting CTE professionals, ensuring they are united by a common purpose and equipped with the instructional skills necessary to fully prepare students for post-secondary credentials, workforce engagement, and economic independence.

The ideal candidate will be detail-oriented, proactive, and possess excellent communication skills, and a passion for making a difference.

#### Key Responsibilities:

- Financial Administration Assist with basic financial tasks, such as processing invoices, managing purchase orders, invoicing, payments, and credit card payments for all Association activities, managing petty cash, and tracking expenses.
- Office Management Oversee daily office operations, including managing supplies, maintaining office equipment, and ensuring a clean and organized workspace.
- Administrative Support Provide administrative support to executive staff and premier series, including scheduling board and staff meetings, assembling meeting materials, electronic record keeping, and taking minutes.
- Communication Serve as the first point of contact for the association, handling phone calls, emails, and inquiries from members, conference attendees, exhibitors, and sponsors.
- Record Keeping Maintain accurate records and files, including member databases, conference key performance indicator information, and financial records.
- Event Coordination Assist in planning and organizing events, conferences, retreats, and meetings. Coordinate logistics, manage RSVPs, and ensure all necessary materials are prepared.
- Correspondence Draft and proofread correspondence, newsletters, reports, and other documents as needed.
- Special Projects Assist with special projects and initiatives as assigned by executive staff.

### **Preferred Qualifications:**

- Education High school diploma or equivalent; associate or degree in business, Non-Profit Management, or a related field is preferred.
- Work Experience At least three years of experience in an administrative or office support role, preferably within a non-profit organization.

## **Preferred Skills:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with database management.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and priorities with attention to detail.
- Basic knowledge of bookkeeping and financial management is a plus.
- Valid AZ driver's license and willingness to travel statewide.

### **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Travel for meetings with stakeholders throughout Arizona
- ACTEAZ Offices are based in Glendale, Arizona.

Application Procedure:Submit applications to: <a href="mailto:shellyyork@acteaz.org">shellyyork@acteaz.org</a>Include: Letter of interest, resume, and two professional letters of reference

#### **Other Notes:**

- The position is open till filled
- Salary determined by experience
- Generous holiday package
- Progressive PTO plan
- Health stipend (no health benefit plan)
- ACTEAZ is not eligible for ASRS retirement