

Coppell ISD Education Foundation Administrative Assistant

Posting Date: 6/8/20
Location: Coppell, TX
Pay Rate: \$17- \$20/hour
Hours/week 20 - 30
Start Date July 6, 2020
Contact: Allynson Dale allynsondale@gmail.com

Primary Purpose:

Ensure efficient operation and administrative/secretarial services for the Foundation, its Board and its donors.

Qualifications:

Education/Certification:

High school diploma or GED
Associate Degree or Bachelors Degree preferred

Special Knowledge/Skills:

Proficient typing, word processing (MS Word), and file maintenance skills
Excellent organization, communication, and interpersonal skills
Ability to use computer and software to develop spreadsheets, database management for tracking of funding, and produce word processing documents
Understanding of non-profits
Desktop Publishing is required
Event planning
Able to work efficiently with direct (supervisor) or indirect supervision (Executive Committee)
Bookkeeping knowledge of QuickBooks and Excel required for monthly financial reporting, annual report, and budget preparation

Minimum Experience:

Three years or more of advanced secretarial experience; preferably in non-profit environment.
Prefer prior experience in executive office of a public school district.

Major Responsibilities and Duties:

1. Prepare written correspondence, forms, schedules, calendars, and reports using PC or handwritten as directed (i.e. director and donor IRS receipts and thank you notes, prospect letters for the annual drive campaign, academic recognition banquet, and other events as directed, grant impact summaries, recognition certificates & awards, etc.)
2. Maintain calendar of events.
3. Prepare meeting/workshop materials, meeting agendas, and other communication materials using PC as directed.

4. Monitor and process personal time records including leave requests and reports.
5. Maintain a Budget/Expenditure log and check requests for the Foundation.
6. Maintain updates on all Foundation communications mediums (i.e. CEF website, twitter, Facebook, district website, press clippings notebooks, etc.).
7. Schedule catering, travel, custodial, transportation, and maintenance services for the Foundation.

Reception and Phones

1. Serve as a public relations agent between the directors, donors, campus, district, and staff.
2. Assist students, teachers, parents, and public as needed.
3. Receive incoming calls, mail, and e-mail messages, and take reliable messages. Proof all work for typos, accurate content, and grammatical errors *prior* to responding then route as deemed appropriate.
4. Answer inquiries from vendors, students, teachers, parents, and other publics as needed.
5. Ensure the CISD Director of Communications receives regular updates on activities of/pertaining to the Coppel ISD Education Foundation.

Files

1. Maintain physical and computerized files including inventory.
2. Update handbooks, policy manuals, and other documents as assigned.
3. Update Website information, director training information, director files, and related documents as needed.

Accounting and Inventory

1. Assist in the purchase order process and keep records of all expenditures and supplies.
2. Maintain and update inventory of fixed assets.
3. May prepare and make cash deposits. May be responsible for maintenance ledger(s).
4. Build and maintain CEF's database for donor tracking and reporting to committees and the full Board of Directors.
5. Perform routine bookkeeping tasks to maintain Foundation financials.
6. Order, receive, and safely store office supplies and equipment.
7. Assist in the purchasing and budgeting process and keep records of all expenditures/supplies.

Other

1. Sort, distribute, or deliver mail and other documents.
2. Maintain confidentiality of all CEF and CISD information.
3. Attend all committee meetings and Foundation events, as assigned.
4. All other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer and other peripherals, printer, copier, and fax machine

Working Conditions:

Work From home with internet access is required.

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions; maintain emotional control under stress. Repetitive hand motions. Occasional prolonged and irregular hours.
