

## NAES Administrative Assistant (P/T)

The National Association of Episcopal Schools, an independently incorporated, non-profit, voluntary membership organization, supports and serves the vital work and ministry of those who serve Episcopal preschools and schools, school start-up committees, and regional and diocesan Episcopal school associations throughout the Episcopal Church. It does so in order to enhance their work with over 450 member schools and their leaders. As part of its mission and ministry, NAES interprets, represents, and advocates for Episcopal schools in the education communities and the wider Church.

The Administrative Assistant reports to the Director of Operations and is responsible for administrative activities of the Association. The Administrative Assistant works with all staff members, providing administrative and logistical support for the Executive Director, Advancement Manager and for the Association's programmatic, operational and development efforts. **This position is part-time, Monday-Friday, four hours per day.**

Specific duties include:

### 1. Membership

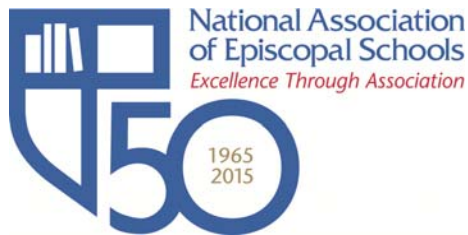
- Working with the Advancement Manager, facilitates the successful completion of the annual Membership Drive. Activities include the preparation of all correspondence, dues notices, special mailings, and mailing lists. Enters all dues renewals and payments into database. Prepares welcome kits and certificates on a weekly basis.
- Provides reports to assist with the identification and cultivation of potential member schools, lapsed member schools and new member schools.
- Provides support for recruitment and retention efforts for the NAES Corporate Subscriber Program. Activities include preparation of correspondence, mailings, and mailing lists; processing of applications and welcome kits.

### 2. Advancement

- Enters all Annual Fund pledges, gifts and payments into database. Prepare pledge/gift acknowledgements on a daily basis.
- Provides administrative support for all advancement activities as directed by the Advancement Manager.

### 3. Communications, Social Media, Marketing & Events

- Assists with the upload of resources, links, documents, announcements, and other materials to web site using Sitefinity content management system.
- Maintains and produces marketing packets for use at trade shows.
- Enters event registrations for all conferences into database; produces resource packets and name tags for all conferences as directed; assists with Biennial Conference planning and implementation as requested by Director of Operations.
- Provides logistical support for webinars; sends instructional emails to participants, etc.



- Manages the Career Postings section of the Association's web site. Processes and posts career opportunity announcements received from member schools via telephone, e-mail and regular mail to web site; assists posting organizations in defining requests for mailing labels and fulfill orders. Answers requests for information received from job seekers via telephone and e-mail.
  - Monitors and contributes to social media campaigns as needed.
4. Administrative
- *Administrative Support for Executive Director:* serves as administrative assistant to Executive Director – answers/routes calls, schedules teleconferences, prepares correspondence, etc.
  - *General receptionist duties:* Answers/routes telephone calls, faxes, e-mails; provides oral and written information upon request; greets visitors
  - *General clerical:* Filing, duplicating, faxing, generating correspondence, monitoring and ordering supplies
  - *Accounting:* Logs all cash receipts; prepares deposits for Director of Operations
  - *Publications:* Fulfills publication orders on a daily basis; manages logistics and executes mailings; Maintains inventory; reports inventory counts on periodic basis to Communications & Events Manager
  - *Data entry:* Oversees maintenance of membership/donor database; generates reports and on-demand label runs for mailings
  - *Office equipment:* Oversees maintenance of office equipment; acts as liaison to Episcopal Church Center mailroom, telecommunications and security departments
  - Other duties and special projects as assigned.

This position requires **excellent interpersonal and organizational skills**. Bachelor's degree with one to two years of prior experience is required. The successful applicant must be a dependable, energetic self-starter and mature thinker with excellent oral and written communication skills. Must be proficient in the use of a variety of word processing, spreadsheet and database and social media applications for PCs, including Microsoft Office, Adobe Creative Suite and content management systems (e.g. Sitefinity). Knowledge of social media platforms (Facebook, Twitter) required. Working knowledge of Episcopal and/or independent schools is preferred.

**This is a part-time position, Monday-Friday, four hours per day (afternoons preferred).**

NAES offers a competitive salary and fosters a collegial and congenial working environment in a small, team-oriented office of five individuals. Unfortunately, NAES cannot pay relocation costs. NAES is an equal opportunity employer.

**Please submit the following as your application: resume, cover letter, salary requirements, and three references via email to [JobsNAES@gmail.com](mailto:JobsNAES@gmail.com) Attn: NAES Director of Operations. Incomplete applications will NOT be considered. No phone calls, please.**