**Executive Assistant**

**Colorado Association of School Boards**

**Denver, Colorado**

**About CASB**

The Colorado Association of School Boards (CASB) represents and advocates for more than 1,000 school board members and superintendents as well as groups both within and outside the K-12 education community. CASB provides services, information, and training programs to support school board members as they govern their local districts. Membership benefits and solutions are designed to enhance school board effectiveness and help board members increase their knowledge, boost their efficiency, and connect with their communities.

**About the Position**

CASB is seeking a highly organized and detail-oriented Executive Assistant and Office Manager to support the administrative team in Denver, Colorado. The administrative team includes the Executive Director, Deputy Executive Director, and the Accounting Manager, but the position directly reports to the CASB Executive Director. This is a full-time, hybrid position encompassing both executive assistance and comprehensive office management. We are looking for someone who is detail-oriented, has strong communication skills, can manage multiple tasks, possesses excellent writing skills, and has problem-solving and time management skills.

**Responsibilities**

* Collaborate with CASB staff to fulfill CASB mission, vision, and goals.
* Facilitates and makes arrangements for Board of Director meetings including operation of electronic meeting software, and recording and maintaining minutes of proceedings.
* Maintain meticulous records for office inventory and technology, and coordinate with external vendors.
* Coordinates meeting and travel logistics necessary for convening quarterly CASB Board of Director meetings.
* Maintains database of membership including annual changes to statewide board member changes and assignments.
* Handle incoming and outgoing correspondence, including phone calls, emails, and mail, ensuring prompt, professional responses.
* Manages all offices operations including supplies, schedules, facility coordination, building security functions, and office communications.
* Supports administrative team with quarterly board meeting preparations.
* Maintain records, including documents and correspondence, consistent with and to ensure compliance with local, state, and federal laws and regulations and CASB policy.
* Assists with copying, filing, and maintaining financial records of the organization.
* Perform other duties as may be assigned by the Executive Director

**Knowledge/Skills**

* Strong communication skills and a demonstrated ability to work with diverse clients, external stakeholders and team members in a professional, diplomatic and confidential manner
* Outstanding relationship building skills and an ability to develop and strengthen partnerships with CASB members and vendors
* Excellent organizational and project management skills; with superior attention to detail and demonstrated critical thinking and decision-making skills
* Requires intermediate to advanced technology skills with proficiency in Microsoft Office 365, Google Workspace Tools, database management, and Proficient with the Adobe Suite creating, modifying, and editing PDFs.
* Knowledge of bookkeeping and financial record maintenance.
* Ability to maintain a calm, consistent presence in times of high stress
* Ability to listen well and to speak and present effectively, both informally and formally
* Strong ability to operate independently and manage multiple projects and priorities

**Required Education and Work Experience:**

* Must possess a minimum of five (5) years of demonstrated experience as an executive assistant or office manager.
* Associates Degree or some college course equivalent (2 – 3 years)

**Preferred Education And Work Experience**:

* Preferred Bachelor’s degree in finance, business, education, or a related discipline, or equivalent professional experience.
* Experience working in the K-12 educational field or non-profit organization

**Salary and Benefits**

**Salary**: CASB will offer a competitive salary, commensurate with experience, within the range of $60,000 - $68,000

**Benefits**: Sick leave, vacation leave, health insurance, Public Employees Retirement Association (PERA) membership, a group disability policy, and employee life insurance policy. Additional optional benefits include a 401k plan, dental insurance, and vision insurance.

**60% remote***.* Must be able to be in Denver for in-office days and must be able to work CASB Events at remote locations across the state as assigned.

**Job Posting Date**: January 30, 2025

**Application Deadline**: February 20, 2025

**Anticipated start date**: To be negotiated

**REQUIRED APPLICATION MATERIALS:**

* Cover Letter
* Resume
* Two (2) Professional References

Please send a resume, a cover letter, and two professional references to Shelly Landgraf at shelly.landgraf@purehrsolutions.org. Incomplete applications will not be considered.

*The Colorado Association of School Boards is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, veteran status, or genetic information.*