

Boulder Valley Education Association (BVEA)
Associate Staff – Administrative Assistant
Job Description

Posting Date: June 4, 2024

Closing Date: Upon Until Filled

The Boulder Valley Education Association, a local public education employee association located in Boulder, Colorado, is seeking qualified candidates for a full-time, Associate Staff position. The position involves managing the BVEA office, performing administrative and complex secretarial work, and supporting and serving as executive assistant to the BVEA President and Vice President. Tasks and necessary requirements for this position are as follows:

Job Tasks

1. Maintain membership records
 - a. NEA database
 - i. Enter all information for new members/BVEA and associated locals (BVCEA & BVPA)
 - ii. Maintain accurate records for ongoing members including current contact information and teaching assignment of BVEA and associated locals (BVCEA & BVPA)
 - iii. Contact members directly when IMS information is missing or incorrect
 - b. NEA “home” and “school” email lists
 - i. Enter new members into listservs throughout the year
2. Prepare regular membership reports
 - a. Provide BVEA President, Vice President, and UniServ directors with a quarterly updated membership roster complete with all IMS information.
 - b. Provide each AR an electronic building list (in Excel) with building member contact information each semester.
 - c. Year-end report detailing new members and exiting members during the school year as querable in the NEA database.
3. Maintain payroll deductions, EFT, and individual dues payments
 - a. In June, send dues amounts, updated by the appropriate UniServ Director, to the District (before August payroll deadline).
 - b. Report new member payroll deductions to the District each month
 - c. Verify District payroll deposit each month
 - d. Verify District dues deduction report with membership list each month
 - e. Verify and track EFT deposits and check payments through CEA for members choosing to pay dues this way
4. Maintain BVEA budget receipts and disbursement in an accounting program
 - a. Track and record receipts for BVEA; dues, grants, etc.
 - b. Track and disburse payment for BVEA budgeted expenses via check and online banking
 - c. Provide monthly income and expense reports for Exec Board and AR meetings
5. Maintain BVEA website through Content Management System program
 - a. Collaborate with BVEA leadership to make website content changes
 - b. Prepare photos and graphics for optimal web publication
 - c. Maintain BVEA Website Calendar

6. Prepare information and reports for tax preparation and send to tax accountant in November with assistance from the appropriate UniServ Director
7. Greet members and the public in person to provide assistance; screen incoming calls to provide assistance; direct questions/requests to association leadership/staff as needed.
8. Coordinate appointments and meetings for the BVEA President and Vice President as needed and assist with reports, correspondence, etc. as requested.
9. Oversee day to day operations of the BVEA office
 - a. Maintain office master calendar and conference room scheduling
 - b. Sort and distribute mail
 - c. File and maintain records
 - d. Arrange services for the office – i.e. utilities, cleaning services, maintenance, etc.
 - e. Manage payment of all office bills – i.e. rent, above-described services, etc.
 - f. Order and maintain office supplies
 - g. Prepare and print materials for BVEA meetings, projects, or initiatives
 - h. File yearly Articles of Incorporation with the Colorado Sec. of State's Office
 - i. Coordinate tech support as needed
 - j. Prepare office space for various meeting
 - k. Assist with school visits
 - l. Maintain and organize office and program materials
 - m. Submit and track Professional Leave Forms for BVEA members to attend trainings, conferences, retreats, etc. Assist members with hotel, airline, or other reservations as appropriate.

Skills, knowledge, and abilities

- Bilingual English/Spanish strongly preferred
- Accounting skills with bookkeeping and data entry experience
- Knowledge in working with QuickBooks and Google documents/presentation
- Proficiency with personal computers with an advanced level of skill using a variety of software including Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Operating knowledge and experience with typical office equipment – phones, copiers, etc.
- Willingness to serve as a Notary Public
- Effective verbal and written communication skills
- Coordination and management of projects
- Ability to compose and send correspondence
- Ability to maintain strict confidentiality
- Ability to take initiative, be self-directed, and to develop and modify work procedures
- Effective customer service techniques in responding to member/public inquiries and complaints
- Ability to establish and maintain effective working relationships with leaders and staff, the public, and other agencies and organizations
- Assist with calls and membership records
- Accuracy, attention to detail and deadlines
- Information management and filing skills (traditional and electronic)
- Ability to manage priorities

Reports to: BVEA President and Vice President and the Financial Review Committee

Projected Start Date: July 22, 2024

Compensation and Benefits

This is a bargaining unit position with a salary range of \$41,000 - \$74,500 based upon prior experience. An excellent fringe benefits package is provided as defined in the collective bargaining agreement.

Application Procedure

A letter of interest, resume with (3) references and the attached application form must be received by June 14, 2024.

Mailing Address

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OR email all information to:
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The Boulder Valley Education Association is an Equal Opportunity Employer