***SALEM HIGH SCHOOL ALUMNI ASSOCIATION***

***SEEKING TO FILL POSITION OF***

***OFFICE ADMINISTRATIVE ASSISTANT***

The ideal candidate is a person with strong communication skills who interacts with others in an energetic, positive and professional manner. The person must have knowledge of office protocol and procedures and be capable of managing day-to-day operations. The person must have excellent organizational skills with the ability to prioritize and efficiently complete tasks and supervise projects or volunteers. The person must be able to function under the direction of an Executive Director and interact with board members, alumni, students, donors, and members of the community in a respectful manner.

**Pay Rate and Schedule**

* $15.00-$17.00/hour commensurate with experience
* 15 – 20 hours/week
* Monday, Thursday, and Friday (8:30 a.m. - 1:30 p.m.)
* Occasional hours on weekends or evenings for special events

**Required Qualifications**

* Knowledge and ability to use typical office equipment (including but not limited to computers, telephone, copier, scanner, etc.)
* Proficient in use of Microsoft Office suite of products (including, but not limited to Word, Excel, PowerPoint, and Mail Merge)
* Understanding of basic accounting and input of expenses into Bill.com payment system
* Proficient in use of email and the SHSAA website
* Knowledge of social media platforms (e.g. Facebook, Instagram, LinkedIn)
* High school diploma or GED, college degree preferred
* Minimum of 2 years of work or volunteer experience in an office setting
* Able to pass drug test and background check
* Ability to move about the office to access and operate machinery, cabinets, display cases, and office materials; ability to stoop, kneel, bend, reach with extended arms and lift materials.
* Ability to adapt and learn any new software programs and job responsibilities
* Ability to research SHS grads in relation to history/obituaries not in local paper

**Desired Qualifications**

*Customer Service* – Interactwith Executive Director, alumni, students, donors, board members, volunteers, school personnel and all other members of the public in a professional, courteous and respectful manner

*Board Support* – Carry out the requested tasks of the Executive Director and Board President

*Confidentiality* – Maintain privacy of personal information pertaining to alumni, donors, students, board members and staff pursuant to policies and procedures

*Other –* Duties assigned by Executive Director

**Office Management**

* Open each morning and sometimes close the building if Executive Director does not
* Maintain office and workstation space in an orderly fashion
* Monitor and replenish office supplies and order needed items when necessary
* Responsible for the proper functionality of office equipment and operating systems
* Contact vendors for repairs when needed
* Handle incoming donations of memorabilia including documentation of items and giving information to Executive Director for generating thank you letters and acknowledgments
* Maintain kitchen area in a healthy manner

**Database Management**

* Input of names and other information into databases and supervise automated data entry
* Actively work to maintain accuracy of database with updates and corrections
* Generate class lists, labels, and other reports from database as requested by alumni classes
* Record local obituary information on a timely basis

**Management of Funds**

* Input all contributions into Donor Perfect Program software
* Create, update, and send thank you letters for all contributions
* Create, update, and send appropriate acknowledgments for memorial donations
* Generate lists and balance sheets as requested
* Make timely and accurate deposits of funds pursuant to financial policies and procedures

**Support for Scholarship Awards**

Produce and distribute scholarship materials and information as directed by Scholarship Chairperson and/or Executive Director

Provide clerical support to the Scholarship Chairperson and Scholarship Committee including, but not limited to:

* Making phone calls
* Composing letters and mail merges
* Updating documents and other materials
* Making copies
* Sending mail and/or emails
* Contacting scholarship recipients and/or school personnel as necessary
* Verifying supporting documentation when scholarship recipients obtain check

**Support for Annual Meeting and Scholarship Award Ceremony and Open House**

* Collect patron donations and send acknowledgement letters
* Provide accurate patrons’ list for publication in the scholarship program
* Assist with the SHSAA Scholarship Ceremony and Open House the night of the event as needed

**Support for Class Reunions and Alumni Events**

* Assist the Executive Director with information and materials provided to class coordinators for upcoming reunion events
* Actively seek class reunion and other alumni event information for publication in newsletter and/or on website
* Follow up with class coordinators and/or other alumni after reunions/events to collect photos and stories for website and/or newsletter
* Provide support for alumni events (SHS Alumni Weekend) as directed by Executive Director and Board President

**Support for Website**

* Maintain the calendar of events, specifically the class reunion information
* Notify webmaster of alumni events/reunions and provide information and photos for publication
* Regularly review web material for accuracy
* Contact webmaster with new information and updates/corrections to current information

**Support for Newsletter**

* Provide newsletter editor with story suggestions shared by any alumni or others
* Provide newsletter editor with accurate “In Memory of,” “Contribution list” and all class reunion lists in required format