



**Position Title:** Administrative & Membership Associate

**Position Summary:** Advance CTE is seeking an Administrative & Membership Associate who is detail-oriented, highly organized and enjoys working in a fast-paced non-profit environment. This individual will lead and support a wide range of projects and tasks, including managing the office, providing an array of administrative and executive support (in person and virtual), maintaining a robust membership database and supporting member engagement efforts. This position is an ideal fit for an individual who excels at working collaboratively in a mission-driven organization, while juggling a mix of short-term and long-term projects, has a customer-service mindset, and is looking to learn the ins and outs of a successful non-profit from the ground up.

#### **About Advance CTE**

Established in 1920, Advance CTE is the longest-standing CTE-focused national non-profit, representing State Directors and state leaders responsible for secondary, postsecondary, and adult CTE across all 50 states and U.S. territories. Our mission is to support visionary state leadership, cultivate best practices and speak with a collective voice to advance high-quality CTE policies, programs and pathways that ensure career success for each learner. For more information, see [www.careertech.org](http://www.careertech.org)

#### **Primary Responsibilities:**

The Administrative & Membership Associate, who will report to Executive Director, will:

##### Office Management

- Perform all core office administrative responsibilities, including, answering phones/email/doorbell; scanning documents; arranging conference calls; setting up conference room for meetings; photocopying; etc.
- Receive and process incoming and outgoing mail and packages
- Coordinate with building management and vendors to maintain a properly functioning, efficient and orderly office environment and all equipment, including scheduling equipment maintenance and ordering supplies upon approval
- Maintain an organized and easily accessible filing system for all organizational records, paperwork and information, in keeping with the record retention policy
- Provide primary administrative support to the Executive Director and Deputy Executive Director, in particular scheduling, travel arrangements, expense reports and meeting preparation
- Lead product and order fulfillment

##### Membership-Related Support

- Maintain an accurate organizational membership database (CiviCRM) and other related communication platforms (e.g., membership listservs, Board rosters, etc.)
- Receive and respond to member, non-member and prospective member inquiries
- Provide support for the planning, preparation, on-site execution and follow up of Advance CTE's formal and informal meetings and conferences, including managing all aspects of attendee and speaker registration for Advance CTE's two annual meetings, and managing logistics of sponsors

- Provide support for the annual membership enrollment and renewal process, including supporting member communications and engagement

### **Qualifications & Skills**

- Five years of related experience as an administrative/office assistant or manager
- Experience with data entry and/or maintaining databases
- Ability to think critically and exercise excellent judgment
- A proactive, problem-solving and improvement-oriented mindset
- Ability to work independently, accurately and meet deadlines, as well as simultaneously manage multiple projects/tasks
- Excellent organizational and customer relationship management skills
- Strong English language oral and written communication skills
- Ability to handle confidential and sensitive information with discretion
- High level of proficiency with computer software programs, include Word and Excel (required), PowerPoint (preferred) and the ability to type 60 words per minute accurately
- High level of proficiency with the Google Suite (Gmail, Drive, Google Docs, etc.)
- Knowledge of standard office equipment such as personal computer, laser printer, copy machine, fax machine, LCD projector, scanner, multi-line phone system etc.
- Hold a valid driver's license within the commuting areas, have access to a reliable car with current insurance or access to a reliable/flexible transportation source

**Supervision Received:** The Administrative Associate will work under the direction of the Executive Director.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift, carry, push, pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**How to Apply:** Please submit a cover letter, resume, writing sample, a list of at least three professional references and salary requirements to [careers@careertech.org](mailto:careers@careertech.org) by May 10, 2019.