



Administrative Professional

The Association for Career Technical Education of Arizona is a 501C-6 non-profit Corporation and is the state membership association for all CTE Educators, Administrators and Counselors across the state of Arizona. Our goal is to provide:

- professional and leadership growth opportunities
- creative ideas and statewide networking
- access to local and national companies for products, career applications and community outreach
- a forward-thinking organization that will continue to grow and promote CTE at local, state, and national level.

This job description is for an Administrative Professional who will help the Association to continue to grow in today's ever-changing world. This job would entail the following:

Administrative Duties

- Work with confidential information to ensure privacy.
- Assist the ACTEAZ Executive Directors, and the Executive Board in the editing of all Association collateral, including e-blasts, branded materials, posters, flyers, brochures, business cards, letterhead, etc.
- Work with the Branding and Technology Manager and Executive Directors in proofing and testing all conference systems and other programs which includes but is not limited to Awards, Scholarships, CTE Month, Fellows, E-Blast, Main System updates and membership.
- Manage routine office tasks including but not limited to: general filing, attend and help with setup of Board Meetings, maintain supplies in office, shredding of confidential items.
- Print and assemble all conference materials as needed.
- Coordinate with Executive Directors the updating Membership system to be correct for elections, to include the removal of duplicate names.
- Manage feedback loops, including the creation of tools in Survey Monkey and compiling of results for decision making.
- Create custom reports, including critical performance indicators, from programs for presentations.

Financial Systems

- Manage purchase orders, invoicing, payments, and credit card payments for all Association activities.
- Processes substitutes and/or cancellations before and during events.
- Verifies that all event attendees have Purchase Orders or payments before the event.
- Work with Executive Directors to make sure all items are received and updated in systems and then sent so they can be entered into QuickBooks.
- Work with Executive Directors to update budget reports.

Event Support

- Assist with the following annual events, but not limited to:
 - Fall Retreat
 - CTE Month
 - Midwinter
 - Summer Conference
 - Exhibitor Events
 - Premier Series Session
 - Virtual Events
 - Other
 - Getting ready for these events may include: Preparing materials, Event Planning, Financial Management, Traveling, Collating and Distributing materials.
- Set up and manage registration services at a secondary location, as needed.

Premier Series Support

- Print manuals and collate books together when needed.
 - Ensure that all supplies, Sign in sheets, name tents, evaluations, and certificates are present for presenters.
- Maintain note of supply location and quantity.
- Apply Payments: Check, Credit Card, and PO
 - Contact Districts and or individuals about payments.
 - Cancellations and substitutions
- Assist the Premier Series Coordinator or Executive Directors with anything Premier Series related.

Preferred Software Skills

- Outlook
- Word
- Excel
- PowerPoint
- Google: G-Mail, Forms, Drive, Docs, Sheets, Calendar
- Project Management Systems
- Databases

Skills

- In-Person and Phone Customer Service
- Must have great Organizational Skills
- Ability to work both independently and in a team environment and manage work assignments.
- Must be able to multi-task and switch focus to new priority.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 lbs.
- Must possess a valid AZ driver's license and reliable transportation.
- Required to travel to perform job functions.
- ACTEAZ offices are based in Glendale, Arizona, which will be the assigned workstation.
- Willing to work a variety of hours, including some evenings and weekends, when required.

Application Procedure:

- Submit applications on Indeed at [Application](#).

Other Notes:

- Starting Date for this position is July 1, 2024
- Salary Range \$19.50 - \$23.00 per hour
- 40 hours per week, 8-hour shift in person, some overtime may be required throughout the year.
- Vacation, Holidays, and health stipend (no health benefits)
- Employment with ACTEAZ is not eligible for ASRS retirement
- Work onsite in Glendale, AZ 85305