

Preferred Qualifications:

- Education – High school diploma or equivalent; associate or degree in business, Non-Profit Management, or a related field is preferred.
- Work Experience – At least three years of experience in an administrative or office support role, preferably within a non-profit organization.

Preferred Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with database management.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and priorities with attention to detail.
- Basic knowledge of bookkeeping and financial management is a plus.
- Valid AZ driver's license and willingness to travel statewide.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Travel for meetings with stakeholders throughout Arizona
- ACTEAZ Offices are based in Glendale, Arizona.

Application Procedure: Submit applications to: shellyork@acteaz.org
Include: Letter of interest, resume, and two professional letters of reference

Other Notes:

- The position is open till filled
- Salary determined by experience
- Generous holiday package
- Progressive PTO plan
- Health stipend (no health benefit plan)
- ACTEAZ is not eligible for ASRS retirement