Executive Development and Event Manager

Alaska Council of School Administrators (ACSA)

ACSA is currently recruiting an Executive Development and Event Manager based in Juneau. ACSA is a statewide, non-profit member organization comprised of school and district administrators. Under the supervision of the Executive Director, the Manager executes administrative responsibilities in addition to directing and providing development, member services and event coordination.

The ideal candidate must be able to work independently, the ability to manage multiple responsibilities at once by focusing on one task while keeping track of others, be able to travel within the state several times per year, be skilled in verbal and written communication, and proficient with various computer programs including Microsoft Office (Word, Excel, Teams), Zoom and Adobe. Candidates must have at least two years’ experience working in an office environment. Experience with event planning/coordination preferred.

Primary responsibilities include:

- Coordinates all aspects of conferences, annual association meetings, board meetings and workshops, arranges board travel.
- Builds and maintains registration forms for each conference using Cvent event registration software.
- Responsible for taking board meeting minutes for three member affiliations.
- Provides administrative support for the Annual Principals’ Conference- coordinates Exhibitor/Sponsor registration and Exhibitor Hall set-up. Acts as the on-site liaison for exhibitors.
- Coordinates annual membership drive and provides support for the memberships for ACSA and two member affiliations. Maintains records for affiliate memberships.
- Coordinates all aspects of event sponsorship development.
- Coordinates all aspects of Champions for Children sponsorships, including collection of funds and advertising of sponsors.
- Creates promotional materials, brochures, and other marketing materials in concert with the ACSA Public Information Officer (PIO).
- Responsible for distributing updates, media alerts, and other content via email campaigns in conjunction with the ACSA PIO.
- Designs and administers online surveys and supports the ACSA PIO with social media content.
- Files reports for the Alaska Public Office Commission (APOC) for lobbying activities.
- Provides administrative support for the Executive Director.

This position provides a variety of high-level administrative services requiring independence, judgment, and initiative in determining the organization’s needs including the Executive Director, the Board Chairman, Board of Directors, and committees. This position provides administrative support to other team members as needed.
Executive Management

- Receives and screens telephone calls and visitors for the Juneau office.
- Monitor ACSA email account.
- Manage the ACSA event calendar.
- Assist Executive Director with correspondence, meeting preparation and presentations.
- Work at affiliation events as needed.
- Assist Public Information Officer in the upkeep of the ACSA websites and social media.
- Maintain Board and Committee Appointment Database and directory, solicit, and organize committee interest.
- Plan and coordinate virtual and in-person board meetings, assist program staff with committee meetings. Coordinating board meetings (two or three) each year includes securing venues, caterers, creating agendas, board packets & communicating to all staff, board, and committee members.
- Prepare minutes for board and committee meeting and help draft agendas when requested.
- Develop and coordinate board and committee training materials; manage committee communications.
- Draft correspondence for the Executive Director and edit documents and reports as needed.
- Special projects as assigned. Assist with other administrative tasks as needed.

Critical Knowledge, Skills, and abilities:

- Considerable knowledge of office practices, procedures, office administration and organization, filing systems and the types and principles of information control.
- Exceptional written communication skills with emphasis on letter writing styles, grammar, spelling, and punctuation. Ability to accurately interpret meeting proceedings for transcription purposes.
- Superior interpersonal and verbal communication skills. Ideal candidate should be experienced in providing support to executives.
- Superior project management skills with an emphasis on event planning.
- Computer skills, proficiency with Microsoft Office programs, Google Drive, Square, membership, event registration software, Survey Monkey, PC and Macintosh systems.
- Ability to independently prepare complete and concise reports and correspondence.
- Ability to multi-task with interruptions while remaining calm, organized, and accurate.
- Ability to establish and maintain effective working relationships with others and flexibility to work well independently and as a team.
- Exemplary attention to detail. A strong work ethic with reliable attendance and punctuality.
Physical Requirements and Potential Hazards

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must be physically capable of travelling unaided to remote villages in Alaska and to state and national venues by plane, boat, and car. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee may at times need to be able to lift over 25 lbs. and may be required to stand for extended periods of time.

Technology, Equipment, Systems, and Tools

Position requires intermediate skills in spreadsheet and word processing software, and basic skills in database software, email, and general office equipment.

Minimum Qualifications:

High school graduate with five years’ experience of office administrative experience with at least one year of advanced level administrative work.

OR

Bachelor’s degree from an accredited college with two years’ experience of office administrative work.

Supervision:

This position is a non-supervisory position.

A competitive salary in the range of $55,000 to $60,000 plus a comprehensive benefit package is being offered for the successful candidate.

Position will be opened until filled. Send or email a cover letter and résumé to:

ACSA Executive Director

234 Gold St.

Juneau, AK 99801

Email: acsa@alaskaacsa.org