



NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

TITLE: Secretary for Communications, and Governmental Affairs

REPORTS TO: Communications Director, Governmental Relations Director

QUALIFICATIONS:

1. A high school diploma or equivalent
2. Minimum of two years of successful experience in a related secretarial or office position
3. Excellent secretarial skills with attention to detail including at least 50 words per minute at the keyboard with a minimum of errors
4. Proficient in the use of Microsoft Office Suite, Adobe Creative Suite and Content Management Systems that utilize template(s), approved by NJASA, as well as wizards and other tools to create or modify Web content; Web-based publishing – format management, revision control, indexing, search, and retrieval; and electronic vehicles of communication
5. Posses knowledge of modern office practices – including strong organizational skills in the file management with a large variety of file types; procedures and equipment, administrative and reporting skills, supply management, and scheduling
6. Exercise professionalism
7. Maintain confidentially

RESPONSIBILITIES:

Communications Department

- Assists the Director of Communications in a high-traffic, time-sensitive environment with the daily activities, including proofing, of the NJASA communications program
- Operates a computer/device with assigned software to format, input, retrieve, copy, and/or transmit text, data, and graphics
- Maintains a well-organized electric and paper data collection, and retrieval systems
- Keeps equipment operational by following manufacturer instructions and established procedures
- Updates all sections and content of the NJASA website as directed by the Director of Communications
- Debugs issues that arise in the performance of the website
- Assists the Director of Communications, in the preparation of all NJASA communications vehicles - informational pamphlets, brochures, newsletters, conference booklets, and publications for print, social media dissemination and website access - by creating publications, registration forms, surveys, graphics, and displays

- Provides assistance to the Director of Communications in the preparation of reports, correspondence, presentations, committee meetings, conferences, and the New Jersey Superintendent of the Year program
- Uploads all categories of membership files provided by the Business Office to the website and an online email program
- Works in conjunction with the Director of Communications, the Director of Business Development and the Membership Department to implement and maintain an advertising base for NJASA publications and conference booklets
- Posts to the website and disseminates monthly the Legal Research Publications
- Maintains and updates Job Search as needed
- Provides support services to the NJASA Administrative Screen team
- Contributes to team effort by accomplishing results as directed by Director of Communications
- Ensures operation of equipment by completing preventive maintenance requirement; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Answers phone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters
- Attends selected NJASA functions to register attendees
- Stays current with technical knowledge by research and attending training sessions
- Assists with the general functions of maintaining the NJASA headquarters that covers: phone responsibilities, mail processing, meeting preparation and clean up; setting up and monitoring technology equipment
- Performs other duties as assigned by the Director of Communications

Legislative

1. Anything relating to technology
2. Maintain database of committee members
3. Prepare and file ELEC Quarterly and Annual Reports
4. Prepare for monthly legislative meetings
5. Report to New Jersey State House as needed:
 - a. Email Notification
 - b. Agenda
 - c. Copies as needed
 - d. Meeting Minutes
 - e. Legislative Emails (these involve using Constant Contact and creating multiple links to the NJ LEG website, also posting updates to the website)
 - f. Meeting set-up (coffee and food)
 - g. Once CAP WIZ is launched work as requested

Urban Affairs

1. Maintain database of committee members
2. Coordination of requested projects between Director and ELC
3. Emails as needed to two databases... Regular Urban Committee members and a newly formed group of AT-RISK Districts
4. Meeting Set-up
5. Yearly invoicing of all districts in the committee
6. Work with the Treasurers' office for check distribution and maintaining records
7. Other projects as directed by the Director of Legislative and Urban Affairs
 - a. Faxing

- b. Copying
- c. Registering for NJBIA Events
- d. Typing various documents