



Association of Metropolitan School Districts

1667 Snelling Ave. N., St. Paul, MN 55108 • 651-999-7325 • fax 651-999-7328 • www.amsd.org

OFFICE MANAGER

Overview:

Provide administrative and office support to non-profit organization, executive director and research director.

Specific Duties:

Organize board of directors and committee meetings
Record and prepare minutes of board and committee meetings
Maintain web site using Dreamweaver
Assist with maintenance of email accounts and troubleshooting Outlook
Utilize Publisher to produce monthly newsletter
Process accounts payable and receivable using Quickbooks
Prepare quarterly treasurer's report
Coordinate conferences and workshops
Assist with design and layout of Power Point presentations
Prepare for annual audit
Assist with development of annual budget
Maintain association databases
Oversee computer hardware and software systems
Maintain supplies inventory
Answer phones and process mail

Requirements:

Strong organizational skills
Must be proficient with MS Office applications (Word, Excel, PowerPoint, Outlook, Internet Explorer – MS Access experience a plus)
Experience with website management and desktop publishing is preferred
Accounts payable/accounts receivable experience is required

Responsible to:

This position reports to the Executive Director

The Association of Metropolitan School Districts is seeking an energetic, self-motivated individual to provide part-time administrative/office management support to non-profit association. Strong organizational skills are essential. Must be proficient with MS Office applications (Word, Excel, PowerPoint, Outlook, Internet Explorer – MS Access experience a plus). Experience with website management and desktop publishing is preferred. Responsibilities include: office management, coordinating meetings and conferences, meeting minutes, routine correspondence, light accounting, newsletter design, website maintenance and a variety of other tasks. Flexible work schedule with an average of 20 hours per week. Competitive salary and benefits package offered. Position will remain open until filled. Please mail, fax or email your resume and cover letter to:

**AMSD
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