



Job Description for AEF Administrative Assistant

The Abilene Education Foundation is a non-profit community organization created to promote and enhance excellence in education for the students of the Abilene Independent School District through enrichment of its programs. Learn more at www.aaeff.org.

This position works closely with the executive director, board members, volunteers, and other AEF staff. Must have a cheerful, willing attitude and enjoy working in an educational environment. Must possess excellent computer skills, including Word, Excel, PowerPoint, Outlook, and a willingness to learn other computer programs applicable to the position. Must be extremely organized, detail oriented, and possess excellent writing skills.

Duties and Responsibilities

- Provide administrative support to executive director as required
- Provide administrative support to board members and advisory board members as needed
- Answer phone, greet and help persons entering office
- Manage AEF calendar
- Receive, deposit, record in data base, send acknowledgements, and mail tax receipts when received and annually for donations
- Assist with preparation of monthly board meetings, send notices and set up for committee meetings as needed
- Submit all financial information to accountant (receipts for expenditures, bank deposits, bank statements, check requests)
- Record, organize, and file official minutes for board meetings and committee meetings
- Coordinate lists, mail merge, and send out annual fund letters (approximately 2500), invitations to events, annual reports, COOL reports, Cajun Fest fundraising letters, and other periodic direct mail pieces
- Proof, edit, and distribute all print materials (payroll deduction campaign, AEF annual report, COOL annual report, Cajun Fest, Young Masters Juried Art Exhibit, Teachers in the Limelight Celebration)
- Maintain accurate spreadsheets of revenues and expenditures for all fundraising events, programs, overall AEF budget, and COOL Program budget (Cajun Fest, Young Masters, payroll deduction campaign, Teachers in the Limelight Celebration)

- Submit request for checks, mail, and keep records for all expenditures
- Assist with co-coordination of STAR Teacher Grant program—receive and keep records of applications; make notebooks for readers to evaluate; coordinate Prize Parade with transportation department and campus principals; make packets for winners; prepare large checks for display in classrooms; arrange lunch for Prize Parade; receive evaluations at the end of the year; maintain records of grants awarded and not awarded; organize, send invitations, set up, decorate, tear down reception
- Send media/press releases for events
- Helped select, implement, and maintain new database
- Retain records of all scholarships--awards, student information, college information, checks mailed, make packets for recipients, assist with reception and invitations
- Assist coordination of Payroll Deduction Campaign—assist with liaison luncheon; collate, count & distribute printed materials to be delivered to every AISD employee on every campus; keep records of all payroll deducted donations and one-time donations; send acknowledgements to all donors; maintain spreadsheet of all donations received from AISD payroll department; prepare information for accountant as to specific programs the donations were made
- Assist coordination of Young Masters Juried Art Exhibition—preparing and distributing information to teachers, editing artists' statements, preparing notebooks for jurors and judges, setting up artwork for jurors and judges, organizing invitation list, mailing invitations, proofing all print materials, helping with reception and award ceremony
- Supervise college intern
- Create invitations, posters, flyers as needed
- Proficient in Word and Excel, some experience in PowerPoint
- Assist with coordination of events
 - Cajun Fest feeding approximately 1000 people
 - Young Masters approximately 200
 - Teachers in the Limelight Celebration approximately 200 people
- Other duties as assigned.

Qualifications

- Organization skills and ability to work accurately with numbers and statistical data
- Computer literacy—Word, Excel, PowerPoint
- Ability to maintain working relations with board members, community volunteers, AISD faculty and staff, and community professionals
- Ability to work both independently and as a member of a collaborative team
- Display personal and professional integrity at all times
- Must maintain confidentiality
- Attention to detail

Position Details

- High school diploma required.
- Full-time, year round contract.
- Salary Range: \$27,000+ (depending on experience, based on a 40 hour work week.)

- AEF office hours typically follow the AISD calendar. This includes most federally observed holidays.
- An additional 10 paid-time-off days for personal or sick leave use.
- Overtime compensation is available with supervisor approval.
- No additional employee benefits are provided.

Interested applicants should e-mail Christine Curtis-Carr at christine.curtis-carr@abileneisd.org the following:

1. Cover letter.
2. Resume. Include dates of employment.
3. Three professional references. Please include contact name, contact's position (please note if this person a supervisor or colleague), company name, address, phone and e-mail address.