REGION ASSOCIATE STAFF

Minimum Qualifications:

High school graduation or equivalent. Two years of clerical or secretarial experience. Completion of one academic year at a college, or vocational technical school may substitute for one year of experience. Successful completion of a high school office practices curriculum may substitute for six months of required experience. Possesses a valid drivers license.

Knowledge and Abilities:

1. Office skills including: telephone techniques, proficiency in Microsoft Word/Windows (current version), punctuation, spelling, English usage, composition, proofreading, filing, math and bookkeeping, office equipment operation.

2. Prioritize duties; serve as liaison between Region Director and members; develop a working knowledge of the Association.

3. Perform assigned duties independently.

4. Effective working relationship with others.

Any or all of the following duties:

1. Acts as receptionist; answers telephone, sets up/maintains manual and computer filing system, opens and distributes mail; prepares and posts outgoing mailings.

2. Types, prepares and/or duplicates reports, materials, minutes, correspondence, and brochures/flyers, as directed.

3. Maintains region office inventory; keeps record of region financial expenditures.

4. Makes meeting, workshop and travel arrangements as assigned.

5. Makes delivery and pick-up of materials as necessary.

6. Serves on committees; attends meetings as assigned.

7. Performs other relevant duties as assigned.

Supervisor: IEA Manager of Administrative Services