

**Administrative Assistant**  
**Colorado Association of School Boards (CASB)**  
**Denver, Colorado**

**About CASB**

The Colorado Association of School Boards (“CASB”) was established in 1940 to provide a structure through which school board members could unite in their efforts to promote the interests and welfare of Colorado’s 178 school districts.

CASB represents and advocates for more than 1,000 school board members and superintendents statewide to groups both within and outside the K-12 education community. CASB provides services, information, and training programs to support school board members as they govern their local districts. Membership benefits and solutions are designed to enhance school board effectiveness and help board members increase their knowledge, boost their efficiency, and connect with their communities.

CASB also cultivates relationships with dozens of governing bodies and other education stakeholders — at both the state and national level — to ensure a unified and effective voice and presence on behalf of its member school districts. The association is guided and governed by a 23-member board of directors composed of elected school board members representing 12 CASB regions across the state.

**CASB Vision**

The Colorado Association of School Boards through leadership, service, training, and advocacy prepares local boards of education to advance a system of public schools where all students are challenged to meet their full potential.

**CASB Mission**

Advancing excellence in public education and equity for each and every student through effective leadership by the collective action of locally elected boards of education.

**About the Position**

Providing support for the Executive Director and other CASB departments as needed. This is a great opportunity to contribute to the overall efficiency of our association.

**Qualifications**

- A detail-oriented self-starter with prior experience
- A professional who exhibits sound judgment with the ability to prioritize and make decisions
- Energetic and eager to tackle new projects and ideas

- A team player capable of cultivating productive working relationships
- Resourceful, can-do attitude
- Thrives in a fast-paced environment
- Customer service oriented

### **Skills**

- Excellent written and verbal communication skills in order to share information efficiently and effectively
- Detail oriented with attention to instructions
- Organization and time-management
- Discretion and confidentiality
- Good understanding of frequently used computer software and programs, such as Microsoft Office, Google Docs, Google Sheets, and Gmail Calendar, Ring, Zoom, and Google Meet conference calls
- Working knowledge of office equipment: Mac laptops and printers
- Interpersonal skills
- Ability to listen and to speak effectively, both informally and formally
- Ability to meet multiple deadline demands
- Independent thinker in order to make decisions

### **Responsibilities**

- Provide support for the Executive Director, and other departments, with tasks such as review of documents, projects/tasks, and responding to or sending emails
- Draft, review, and send communications on behalf of the association
- Answering and/or returning phone calls
- Website updates in collaboration with the Communications Department
- Printing and organizing documents for events and/or meetings
- Maintaining records and supplies inventory
- Meeting vendors on site as needed
- Provide general support to members
- Act as a point of contact for members
- Work at all CASB events as necessary, which include some weekends

### **Reports to the Executive Director**

**Industry:** Education

**Job Type:** Full-time

**Salary:** CASB will offer a competitive salary, commensurate with experience, within the range of \$50,000 - \$60,000 (nonexempt)

**Hybrid work environment:** In office 4 days per week or 5 days depending on project deadlines, vendor access to building, or event preparation.

**Benefits:** Sick leave, vacation leave, Public Employees Retirement Association membership, a group disability policy, and employee life insurance policy. Additional optional benefits include a 401k plan, health insurance, dental insurance, and vision insurance.

**Job Posting Date:** January 26, 2023

**Application Deadline:** February 24, 2023

**Anticipated start date:** To be negotiated

Please send a resume, a cover letter, an email with salary requirements, and references to Brittany Crossman at [bcrossman@casb.org](mailto:bcrossman@casb.org). Incomplete applications will not be considered.

*The Colorado Association of School Boards is an equal opportunity employer and will not discriminate on the basis of race, color, national origin, ancestry, creed, age, marital status, religion, gender, disability, sexual orientation, genetic information, or veteran status.*