

Job Posting: Hybrid Part-time Policy Support

About CASB

The Colorado Association of School Boards 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.

About the Position

- The Policy Assistant will be a contributing member of CASB's policy team, including: Assist Policy Specialists with policy projects as needed. Policy projects consist of comparing one document to another; one document being used as the model while redlining the other document to match.
- Assist with policy audits. Policy audits consist of comparing one document to another; one document being used as the model while visually scanning the other document to determine if it matches.

A qualified candidate will have:

- Administrative assistance experience;
- Strong attention to detail and ability to spot differences in text;
- Strong written communication skills and editing skills;
- High degree of focus;
- Resourceful, can-do attitude;
- A genuine desire to improve public education in Colorado.

Industry: Education

Salary: \$23/hour; 15-20 hours per week

Job Posting Date: September 22, 2023

Application Deadline: Until filled

Anticipated Start Date: To be negotiated

Please send a resume, cover letter, salary requirements, and references to Brittany Crossman at 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, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, veteran status, or genetic information.