



## **Job Description**

### **Part-time Administrative Assistant and Conference Planner**

**The American Council on School Social Work (ACSSW)** is a non-profit association founded in 2011 to empower school social workers with the skills, resources and research-based practices to help them in their roles in Tk-12<sup>th</sup> grade school settings. Our Board of Directors works together in a collaborative and transparent way to achieve our mission. We are committed to serving our constituency base of school social workers nation-wide.

**ACSSW seeks a part-time candidate** who aligns with our mission, vision, and values. They should have experience in task management and the ability to collaborate and communicate effectively with the ACSSW Board of Directors, constituency base and members. The Administrative Assistant should be willing to work in a flexible manner, as necessitated by annual events and projects. The ideal candidate will have strong organizational skills, the ability to multi-task, and have excellent attention to detail.

The Administrative Assistant will support the entire board, including various committee chairs and will report directly to either the Board President and/or Vice President.

**Estimated time:** 10 hours per week

**Salary:** \$25,000 for a one-year contract. Contract possible for yearly renewable

### Office Administration

- Order supplies necessary for the function of the office
- Filing, organization and maintenance of board correspondence
- Prepare and distribute materials for monthly board meetings
- Maintain timeline of in-service duties

### Financial Administration

- Coordinate information sharing with the Board Treasurer

### Annual Conference and Casual Conversation Administration

- Sending Annual Conference materials, invitations, Save the Dates
- Promote Annual Conference (email blasts, blog posts)
- Maintain Annual Conference Information
- Help to organize and manage volunteers
- Support Conference Committee efforts as designated by Conference Committee Chair
- Help to schedule and promote Courageous Conversation Webinars

### Program Administration

- Order supplies necessary for program operation
- Field emails
- Update website, as guided by the Website Coordinator
- Other assigned duties and tasks required for board functioning and maintenance
- Attend all board meetings; once per month virtual and up to two 2 full day retreats – these may be virtual or in-person depending upon COVID – 19.
- Help to manage social media and membership

**Please email resumes and cover letters to Dr. Jandel Crutchfield:  
jandel.crutchfield@uta.edu**

We are an energetic and highly active board and look forward to welcoming the candidate with the right experience and passion!