



Iowa Association for the Education of Young Children

## Administrative Specialist

The Iowa Association for the Education of Young Children (Iowa AEYC) is a non-profit association that promotes high-quality early learning for each and every child, birth through age 8, by connecting practice, policy, and research. We strive to advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children. Iowa AEYC is a membership organization of more than 1,000 members from the early care and education workforce. As the Iowa affiliate of the National Association for the Education of Young Children (NAEYC), our members represent our state's early learning workforce. We support efforts to improve teaching and learning, promote leadership and professional development in the field, support accreditation and quality in early childhood education programs, and to build public awareness through advocacy and outreach.

### **JOB SUMMARY:**

Supports the day-to-day operations of the Iowa AEYC office and serves as support staff for Managers, Controller, Coordinators and the Executive Director.

### **PRIMARY RESPONSIBILITIES:**

- Treats information on Iowa AEYC clients, employees, members, and Board members in a confidential manner.
- Assists in creating a warm, welcoming office environment for staff, members, program participants, and visitors.
- Processes incoming and outgoing mail daily.
- Obtains bids as necessary per procurement policy.
- Supports the fall and spring institutes and other events as needed.
- Manages resource calendars and booking of internal conference rooms.
- Enters promptly Iowa AEYC's entries into the DHS Child Care Training Registry; communicates regularly and professionally with training coordinators.
- Updates staff forms, including emergency contact information, routing slips, etc.
- Performs general administrative duties including keeping inventory and ordering supplies.
- Troubleshoots technology problems, orders equipment and manages the inventory of technology and software programs.
- Coordinates with outside vendors for services/repairs.
- Provides logistical support for internal meetings and events including scheduling, catering, and event coordination.
- General administrative duties including drafting communications, managing mailings, customer service, preparing reports, and maintaining appropriate filing systems.
- Screen and direct phone calls and distribute correspondence.
- Responds promptly to Executive Director, Iowa AEYC Governing Board, Iowa AEYC staff, members, clients, vendors, and other in a professional manner.
- Performs other duties as requested by the Executive Director.

### **SPECIAL SKILLS:**

- Proficient use of computer and MS Office Applications

- Professional demeanor and appearance
- Above average interpersonal skills
- Ability to maintain positive relationships with individuals at all levels
- Ability to research prices and inventory,
- Ability to respond to all vendors and clients in a professional manner.
- Must be self-directed and able to prioritize multiple tasks and meet multiple deadlines.
- Ability to respond promptly to Executive Director, Managers, Iowa AEYC Governing Board, Iowa AEYC staff, members, clients, vendors, and others in a professional manner.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Associate Degree in related field required
- Minimum two (2) years of related experience
- Preference given to those with experience in early childhood education

**SPECIAL REQUIREMENTS:**

- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities
- A clear background check, with no substantiation or criminal conviction of child abuse or neglect or fiduciary misconduct
- May require need for flexible schedules, including occasional evening and weekend work
- Must be able to travel overnight as business necessitates
- May work in shared space
- Travel may be required; A valid state of Iowa driver's license is required.
- Must continually strive to demonstrate Iowa AEYC's organizational values.

**STATUS:** Non-Exempt

**REPORTS TO:** Executive Director

**COMPENSATION:** \$ 39,520- \$43,680 annually, commensurate with experience, skills, and education

**BENEFITS:**

- Iowa AEYC will contribute up to 70% of the Medical Insurance premium
- Iowa AEYC will contribute towards the following insurance:
  - Short-term Disability Insurance
  - Long-term Disability insurance
  - Accidental Death and Basic Life Insurance
- Individual Retirement Account (IRA) - Iowa AEYC will match up to 3%.
- Paid time off (PTO)
- Dental Insurance
- Flexible Spending Account (FSA) options are available for employees