

Administrative Specialist

Salary Range: \$ 39,520 - \$43,680

The **Iowa Association for the Education of Young Children** is seeking a strong candidate to serve as an Administrative Specialist to support the day-to-day operations of the Iowa AEYC office and serve as support staff for Managers, Controller, Coordinators and the Executive Director. This position will work collaboratively with the Executive Specialist.

Required: Child Development Credential or Associate Degree. Minimum two (2) years of related experience. Must be comfortable with technology and basic math. Must have excellent interpersonal communication skills and the ability to be welcoming and professional. Must be highly organized and able to use time efficiently. We seek to find a dependable candidate with attention to detail, with the ability to multi-task and is also a team player.

Preferred:

- Preference given to those with experience in early childhood education

To Apply:

Email:(1) professional letter of interest and (2) resume attention Jillian Herink, Executive Director at info@iowaaeyc.org.

Your letter of interest should address the following 3 questions:

1. What skills from your current professional position would help you to be successful in this role?
2. What piece of this role seems most attractive to you and why?
3. How do you see this position and Iowa AEYC aligning with your strengths, passion, and long-term career goals?

Applications that do not include BOTH a letter of interest addressing the questions and a resume will not be reviewed.

***This is **not** a remote position.

For more information about Iowa AEYC go to www.iowaaeyc.org. Applications (resume and letter of interest) will be accepted until **5:00 pm, August 1, 2024**. Interviews will be held immediately following a review of applications with the position to tentatively start August 19, 2024.

*** A background check will be completed upon employment.**