



February 12, 2016

***** EXTERNAL POSTING *****

POSITION: Administrative Assistant – Government Relations

RESPONSIBLE TO: Assistant Executive Director for Public Affairs

SALARY RANGE: Salary – Commensurate with the provisions of the ASO Administrative Assistant/Specialists Salary Schedule

SEND APPLICATION AND RESUME TO: jobs@oregoned.org

CLOSING DATE FOR APPLICATIONS: February 26, 2016

JOB DESCRIPTION: See attached

OREGON EDUCATION ASSOCIATION

An equal opportunity employer

JOB DESCRIPTION

Job Title:	Administrative Assistant-Government Relations
Classification:	Nonexempt (Hourly), Fulltime
Salary Grade:	ASO Position, Administrative Assistant/Specialists Salary Schedule
Reports To:	Assistant Executive Director for Public Affairs
Date Updated:	February 5, 2016

This job description is a general outline of duties/qualifications for the Administrative Assistant position with the understanding that the responsibility of some duties may be determined by and at the direction of OEA Management. This description establishes general expectation levels for new hires consistent with established priorities.

General Description of Position:

The Administrative Assistant (AA) – Government Relations (GR) is responsible for providing administrative support to the consultants assigned to the GR Department. In addition, the AA works on a range of responsibilities on projects related to legislative, lobbying, research and campaigns and elections, as directed/assigned by the Assistant Executive Director or designee. The AA will also have significant responsibilities in data management as it relates to the work of the Center.

Specific Duties and Responsibilities:

Government Relations

1. Be fully engaged and keep up-to-date on the functions of Government Relations (GR) Department and other Centers within OEA.
2. Process deposits and reconciliation for the Oregon Education Association-People for the Improvement of Education (OEA-PIE) PAC bank account.
3. Assist in and support thorough and detailed research to support GR's legislative focus, campaign and elections activities, and the department's overall strategic objectives.
4. Maintain calendar of meeting dates on all agencies and keep daily and monthly calendar for GR.
5. Process quarterly Lobbying Expenditure Reports.
6. Prepare reports and financial filings for the state and federal governments as necessary and required by law.
7. Strengthen OEA advocacy efforts by acting in a support role for lobbyists before, during, and after legislative sessions.
8. Support projects for Campaigns and Elections.

9. Plans and coordinates logistics for GR events/meetings and takes minutes as assigned.
10. Assist in the preparation of the OEA-PIE Convention.

General Administrative Support

1. Assist in the creation, maintenance, and utilization of various databases.
2. Responsible for developing and preparing various reports for department and/or Association's use.
3. Perform administrative support duties in a timely manner by typing, data inputting, copying/publishing and disseminating/distributing materials, including, but not limited to, memos, reports, and fliers.
4. Edit materials for typographical, grammatical and stylistic errors.
5. Copy and collate material originating in the GR Department.
6. Operate job-related equipment, have the willingness and flexibility to learn necessary equipment and assist with key operator functions.
7. Prepare and mail correspondence, meeting registration materials and other mailings and maintain knowledge of mailing procedures.
8. Work collaboratively with members, internal colleagues and external partners.
9. Other duties as assigned by the Executive Director or his/her designee.

Minimum Qualifications:

1. High school graduate or equivalent required. Associate or Bachelor degree in political science, business or related field preferred.
2. Two to four years administrative support or other relevant experience.
3. Experience in financial record keeping with attention to detail and accuracy using QuickBooks or similar accounting program. Knowledge of campaign finance record keeping preferred.
4. Knowledge of state and federal legislative process, experience working with elected officials and their staff and experience in political campaigns preferred.
5. Experience in creating, managing and developing reports from electronic and online database systems.
6. A focus on strong member services and support. Honesty and truthfulness in dealing with all matters on the job.
7. Ability to work independently.
8. Computer literacy required. Software experience with Microsoft Office Professional (Word, Excel, Access, Outlook, PowerPoint, etc....) in the most current Microsoft operating system.
9. Ability to type minimum of 55 WPM.
10. Competency in grammar and punctuation.
11. Ability to communicate verbally, aurally, visually, and in writing.
12. Ability to stand, sit, and bend in order to perform routine office functions.
13. Ability to lift five pounds (5 lbs.) to ten pounds (10 lbs.).
14. Valid driver's license required for positions for which driving is necessary.

Acknowledgment:

_____/_____
Employee (print/sign name)

Date

_____/_____
Human Resources (print/sign name)

Date