

## **Association of Florida Colleges**

### **Position Description**

#### **Association Administrative Specialist**

The Association Administrative Specialist is responsible for providing general administrative and secretarial support to association staff in all aspects of the operation. In addition, the incumbent locates information, schedules meetings and appointments for the CEO and staff, prepares correspondences, records, transcribes, and prepares minutes of meetings, files and maintains Association and public records, provides assistance for all Association meetings and events, provides member information for all constituency groups of the organization, assists with publications development, and assists with daily entry of member information into the member database. Other duties may be assigned as needed. Some travel may be required.

**Reports to: CEO, Associate Executive Director and Director of Administration and Finance**

**Job Classification: Support**

**Pay Classification: Exempt (no overtime or comp time)**

**Salary Range: (\$28,000 - \$38,000 annually)**

**Work Hours: 8:00 am – 5:00 pm, Monday-Friday (Flex time may be requested)**

**Duties and job tasks include but are not limited to:**

#### **❖ Administrative Support**

- Coordinates staff appointment schedule
- Maintains Association calendar
- Coordinates travel reservations and schedule for staff and others
- Prepares and distributes communication from CEO to staff, association leaders, COP, and others
- Transcribes and records minutes for the Board of Directors, AFC Foundation, and the Council of Presidents' meetings
- Prepares and compiles materials and packets for meetings as needed
- Assists with event planning, meetings and activities as needed
- Prepares and edits documents and correspondence
- Assists with publications development
- Maintains accurate, complete and current files electronically and manually
- Performs a wide variety of secretarial and support staff duties
- Serves as the back-up to the Director of Administration & Finance (may order supplies, set up conference calls, etc.)
- Maintains Web site pages as assigned

❖ **Members and Membership Database**

- Facilitate the daily enrollment and renewal form approvals and send receipts/invoices as needed
- Assist with payroll deduction upload for chapters
- Assist with monthly recap of enrollments/renewals for members
- Assist with renewal notices to members, and follow up to move to invalid if not renewed within allotted time.
- Responsible for maintaining membership benefits, updating the website and ordering cards as necessary.
- Assists with invitations for all meeting events as needed

❖ **Convention Planning**

- Provides on-site assistance for all convention events/activities as directed
- Assists with communications for convention promotion
- Prepares packets and tent cards for major events
- Assists convention coordinator and other staff with major event planning and management
- Assists with invitations for convention events as needed
- Orders board and president's gifts (mugs and others gifts)
- Assists in distribution of plaques and awards as needed

❖ **General Office**

- Builds effective internal relations with co-workers to create a pleasant work environment.
- Communicates with co-workers and members in a positive manner.
- Demonstrates a high-level of quality and attention to detail in conducting assigned tasks.
- Is organized and can locate information relative to work responsibilities when asked.
- Works effectively as a team member to accomplish tasks.
- Demonstrates desire to continually improve self, effort, and work product.
- Represents the AFC in a professional manner at all times.
- Dresses appropriately in the office and at meetings of the Association.
- Demonstrates understanding of maintaining security and confidentiality of AFC information and property
- Performs other duties as assigned

**Minimum Qualifications:** Associates degree in a related field and three years experience or a Bachelor's degree and one year of experience in doing progressively responsible administrative work. Must possess high level written and oral communication skills, strong organizational skills, and have the ability to maintain a high level of confidentiality. Must be able to establish priorities and handle multiple projects effectively. Must be proficient in the use of computer programs including Microsoft Office and database entry. Must also be skilled in the use of basic office equipment including a desktop computer, printer, multi-line telephone, and photocopier.

**Essential Skills:** Ability to work in a traditional office environment under routine working conditions; perform job duties in a variety of meeting settings including offices, conference rooms, and public spaces; ability to travel to meetings independently throughout the state; ability to work early morning and evening work as required; ability to lift and/or move up to 25 pounds and sit for long periods of time during the day; vision and manual dexterity sufficient to operate computer systems for long periods of time during day; hearing sufficient to understand conversation both in person and on the telephone is required.