

JOB TITLE: Clerk, Communications/Education Foundation

STATUS: Non-Exempt

REPORTS TO: Multimedia Specialist/Education Foundation Director

TERMS: 240 Days

DEPARTMENT: Communications/Education Foundation

PAY GRADE: AS203

PRIMARY PURPOSE:

Assist in the efficient operation of the Communications Department and the Education Foundation Program.

QUALIFICATIONS:

Education:

High school diploma or GED

Special Knowledge/Skills:

General knowledge of office procedures

Ability to use software for spreadsheets, databases, and processing

Excellent communication and interpersonal skills

Highly organized with the ability to multi-task with frequent interruptions

Strong oral and literacy skills in both English and Spanish, preferred

Experience:

At least two years office experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist with meeting and event planning as requested. Items include but are not limited to, room reservations, placing supply orders, catering, fielding calls for event-related questions and RSVPs, maintaining databases in Microsoft Excel, assisting in pre/post event logistics, and meeting set up and break down.
2. Help expand education and community partners by identifying potential sponsors. Create and maintain a contact distribution list for current and potential donors in each respective area.
3. Maintain inventory and order office supplies for Communications Department.
4. Manage breakroom and Communications copier. Copier responsibilities include placing service calls, maintaining paper inventory and ordering supplies.
5. Assist with Education Foundation financials including receiving and logging foundation contributions, employee payroll deduction forms, bank deposits, processing payments and check requests, preparing documents for monthly reconciliation using QuickBooks, and communicating with the director and contracted bookkeeper regarding financial matters.
6. Receive and log Education Foundation grant applications. Prepare and distribute grant award funds to campus activity accounts. Prepare purchase orders and maintain budget for the Foundation.
7. Assist the Education Foundation Director with board meetings, including but not limited to accurately recording minutes during the board meetings and room setup.

8. Assist with donor appreciation materials (i.e., thank you cards, gift items, employee giving perks, etc.)
9. Make travel and accommodation arrangements, as requested.
10. Use various software including Canva for basic graphic design as requested and Microsoft Office for data logging, organization, and regular operations of organization.
11. Assist foundation with ordering supplies for events and fundraising opportunities. Maintaining event supply inventory.
12. Prepare and distribute correspondence and reports for assigned departments.
13. Provide oral and written translation support as needed. When applicable based on skill set.
14. Maintain confidentiality.
15. Act as backup to Communications Executive Assistant and district receptionists, as needed.
16. Accurate and consistent use of Time Clock Plus (TCP) and Frontline.
17. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (30 pounds or less)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name

Signature

Date