



Administrative Communication Specialist Job Description

The Administrative Communication Specialist initiates, manages, and carries out to completion clerical, administrative, and coordination activities. Responsible for managing general office communications including; phone, e-mail, fax, and some website administration. A vital member of a hard-working team committed to excellence in training parents in their roles as partners in special education, under the supervision of the Executive Director. This position works in a dynamic team environment.

Preferred Experience:

- Ability to work both independently and as part of a team in a fast-paced environment
- Excellent organizational, problem-solving skills and willingness to learn
- Excellent proofreading abilities
- Effective human relations skills
- Ability to respond to supervisor requests for assistance in a timely manner and meet required deadlines
- Proficient in oral and written business communication
- Proficient in all Microsoft Office applications and able to learn new software platforms and applications
- Ability to move objects weighing up to 40 pounds
- Driver's License, automobile, proof of automobile insurance, and ability to run work-related errands
- Available to work some evening and weekend hours including occasional overnight stays out of town

Preferred Education

Associate Degree required. Experience may be substituted for academic preparation

Responsibilities:

General Office Duties

- Use the computer for all Microsoft programs, including Outlook for email
- Create and format flyers, letters, reports, proposals, and training materials
- Mail information packets and other materials
- Maintain inventory of PEATC products
- Maintain inventory of office supplies, order and restock supplies as needed
- Bookkeeping duties as assigned
- Keep donor records and ensure thank-you letters go out in a timely manner
- Maintain list of in-kind donations for the annual audit
- Provide support for trainings, workshops, board meetings and other PEATC functions
- Maintain meeting minutes for monthly staff meetings
- Perform other duties as assigned by the Executive Director or member of the management team

Communication

- Answering incoming phone calls; handle routine, non-technical calls; relay other calls to appropriate staff members or take messages
- Manage incoming and outgoing mail, e-mail and faxes
- Maintain all PEATC social media and website postings
- Create bi-weekly electronic newsletter

Event Administration

- Create and oversee event registrations utilizing Eventbrite and Zoom
- Maintain list of participants for PEATC events and send reminders prior to event
- Database entry, as assigned by Management

Salary Range: \$22/hr - \$24/hr for full-time employment

*As an equal opportunity employer, PEATC believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, PEATC's employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status, veteran status, disability, age or any other characteristic protected by law.