Valley Alliance for Education Administrative Coordinator

About Valley Alliance for Education and this position:

Valley Alliance for Education is dedicated to promoting educational excellence in our local public schools, supporting the educators and providing hands-on, innovative resources that will better prepare students for the workforce.

We are seeking a passionate advocate for education and community development. A person who is not only driven by a deep-seated belief in the transformative power of education, but who is also eager to bring their passion for education and skills to contribute to our mission to engage community partners to promote educational excellence in Augusta County, Staunton, and Waynesboro public schools.

Valley Alliance for Education (VAE) seeks an individual to work on a contract basis, no more than 40 hours per month and $20/hour, to provide administrative support for the non-profit organization which engages community partners to promote excellence in Augusta County, Staunton, and Waynesboro Public Schools. The Coordinator serves as a liaison between the Executive Committee, Full Board, and Leadership positions, attends monthly Executive meetings and quarterly Board meetings, provides computer and clerical support to Board Committees and serves as primary contact for VAE. Excellent computer skills required including Word, Google Suite, Excel, website support, and Publisher. This position is work from home but needs to be within the area VAE supports.

Send a resume, cover letter, and references to:
Valley Alliance for Education c/o tina.kiracofe@gmail.com.

Equal Opportunity Employer.

Valley Alliance *for* Education

Imagine
Innovate
Inspire
Invest

Administrative Coordinator for the Valley Alliance for Education

Overall, the coordinator role requires strong interpersonal skills, discretion, and a deep understanding of both the strategic vision of the Executive Board and the practical operational needs managed by the Administrative Coordinator. Effective communication and a proactive approach are key to fulfilling this important function within an organization.

Duties

- Serves as Administrative Coordinator for Valley Alliance for Education.
- Attends all meetings of the Board and Executive Committee. Works with the President to develop an agenda, take minutes, follow up on all recommendations and decisions of the Board.
- Works with the Treasurer making deposits and accounting for incoming and outgoing funds. Maintains documentation on financial transactions for audit purposes. Coordinates with the Treasurer the preparation of annual tax return.
- Serves as the contact for the organization by providing communications and public relations information and support to the Board and sub-committees. , Maintains the database of donors and contribution levels. Develops and produces letters to contributors, writes thank you letters and provides other support as needed.
- Maintains the VAE master calendar. Serve as liaison to school systems VAE support to ensure communication with scheduling, participation.
- Provides administrative support for activities of the organization and sub- committees. Activities include the Creative Classroom Grants, annual reception, new member orientation, Alliance Advisory (newsletter), and others as needed and developed by the VAE Board.
- Assists the Business Outreach Committee in applying for grants.
- Supports the Creative Classroom Grant chair and committee throughout the grant process. Corresponds with grant applicants conveying approval or denial of application. Serves as the main point of contact for winners.
- Assists the Golf Tournament Team in the administrative duties such as but not limited to thank you letters, confirmation emails, and coordination of sponsor and team payments.
- Ensures prompt and accurate information is maintained at all times on the VAE website and social channels. Works with vendor on issues related to design or functionality.
- Performs other duties as assigned by the Board.

Qualifications:

- Extensive computer skills including Word, Google Suite, Excel, Publisher, website design and maintenance.
- Excellent organizational skills
- Excellent oral and written communication skills
- Ability to work independently, be self-motivated and self-directed
- Ability to work with a variety of people and personalities
- Experience with nonprofit or education work preferred