

## Job Description

### **Administrative Assistant**

The Utah Association of Special Districts is seeking qualified candidates to apply for the position of Administrative Assistant. This is a part-time, non-benefited position.

The Utah Association of Special Districts is a private/non-profit association serving over 400 special districts and special service districts throughout Utah. Its mission is to: "Promote the Proper and Efficient Operation of all Special Districts and Special Service Districts in the State of Utah".

Ideal candidate will live in Davis County or Salt Lake County, will be self-motivated, and be able to accomplish assigned duties with integrity and little supervision. Work will be remote and at event sites as occasionally assigned. Hours will be variable throughout the year, ranging from 2 to 50 hours per week, depending upon workload and events. Pay range \$15 - \$20 per hour, DOQ.

Desirable skill set includes excellent verbal and written communications skills, attention to detail, and knowledgeable in operating Microsoft Word, Microsoft, Excel, and Microsoft Powerpoint.

The Administrative Assistant will work directly with the Executive Director.

#### **Job duties include:**

Receive and direct phone calls and messages, manage voicemail, assist in providing needed information and in managing email communications

Assist in preparing and processing mailers/emailers, annual convention planning, advertising, registrations, and other communications to districts in Utah

Performing limited bookkeeping activities as assigned in managing association operations

Maintain up-to-date member information in UASD databases

Maintain association email platforms by maintaining up-to-date district email addresses to facilitate effective and important association communications

With the director, create and maintain UASD legislative information, including daily and weekly legislative reports during the annual Utah legislative session from January through March each year

Prepare and compile convention materials and supplies for the UASD annual convention, working with the convention committee, including all convention supplies, such as name tags, database information, meal counts, special dietary needs, etc. Attend and help manage logistics and operations at the UASD annual convention

Assist in marketing activities and membership drives

Assist in maintaining and updating the UASD website

Assist with monthly board meeting preparations

Fulfill other special projects and duties as assigned by the Executive Director

**How to Apply:** Interested candidates may apply by submitting a letter of interest with resume' via email to: [uasd@uasd.org](mailto:uasd@uasd.org), re: **Administrative Assistant**