

# Idaho School Boards Association

## WE ARE HIRING

### - Member Services Associate -

**POSITION DESCRIPTION:** The Member Services Associate is responsible for a variety of duties including answering phone calls and assisting customers and members, provide general office management, oversee member services data system, assist with Alumni Program and Job Center, and assist on projects for other departments as needed. The position also handles finance responsibilities including invoice creation, coordinates event registration, and other general duties as assigned.

**ABOUT US:** The Idaho School Boards Association (ISBA) is a non-profit, service organization providing policy services, legislative advocacy, leadership support and quality, cost-efficient board training to association members. Founded in 1942, and representing more than 800 locally elected school board members throughout Idaho, ISBA strives to improve public education for all Idahoans through the continued development of community leaders. The position is located at our office in downtown Boise with a partial remote work option.

**SALARY & BENEFITS:** This is a full-time 40 hour per week position working Monday through Friday, normal business hours. The salary range is \$19.23 - \$21.63 per hour, depending upon experience. Benefits are also provided including a comprehensive health/dental/vision insurance package (monthly premium at no cost to the employee), PERSI retirement, 2 weeks PTO leave per year, sick leave, paid holidays, life insurance, and other benefits. The staff currently enjoy paid half-day Fridays during the summertime as well as additional paid time off between the Christmas and New Year's holidays.

**RETENTION BONUS:** One-time \$500 bonus after the selected candidate satisfactorily completes the first three (3) months in the position. An additional one-time \$1,000 bonus after the selected candidate satisfactorily completes the first six (6) months in the position. Bonus not to exceed \$1,500 total.

#### TO APPLY:

To apply, please provide the following items:

- Cover Letter
- Resume
- Three (3) letters of recommendation or three (3) names of references

And send to the ISBA office via one of the following methods:

- **Email:** [quinn@idsba.org](mailto:quinn@idsba.org) (or)
- **Mail:** ISBA c/o Quinn Perry, 199 N. Capitol Blvd. Suite 503, Boise, ID 83702

#### Please no phone calls.

The deadline to apply is May 20, 2022. We are flexible with the start date and request it in June 2022.

Visit the ISBA Website at [www.idsba.org](http://www.idsba.org) for more details on the position including the job description.

*Located inside the beautiful Chase Bank Building  
in downtown Boise, Idaho*

