

## **We Are Hiring**

**Position Opening:** Member Services Associate  
**Application Deadline:** May 20, 2022  
**Starting Date:** June 2022

### **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.

### **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.

**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, 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.

### **Areas of Responsibility/Essential Duties**

- First person to answer incoming calls
- Open and distribute the mail
- Maintain office supply inventories including copier and postage machines
- Update district and charter information in membership database
- Assist with the Alumni Program
- Work with district/charter to post all openings to Job Center page on our website
- Assist in the development of legislative infographics and media pushes
- Assist with resolutions
- Assist with policy rewrites
- Work closely with the Professional Development Department to track trainings
- Create and send reimbursements to districts and charters
- Assemble packets for professional development workshops
- Mail new board member packets and order new board member packet supplies
- Scan/archive accounts receivable checks
- Create invoices, including but not limited to, policy services, exhibit show, sponsors, business partners, job center, event registrations, professional development, merchandise, etc.
- Send reimbursement sheets to clerks and business managers for events/professional development
- Enter all event registrations for Convention, Day on the Hill, and Leadership Institute
- Copy and assemble packets for events

- Assist at the event registration desk
- Other duties as assigned

**Required Qualifications:**

- Strong computer skills
- Skilled in Microsoft Office applications including Word, Outlook, and Excel
- Skilled in QuickBooks (desired, but not required)
- Ability to learn database system
- Previous successful clerical experience. Ability to perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner.
- High school diploma or GED equivalency
- Ability to compose letters, memos, etc. from written and verbal instructions, as required
- Ability to greet visitors and answer telephones, in a pleasant and courteous manner
- Experience implementing oral and written instructions, explaining and applying policies and procedures
- Ability to work cooperatively with staff and volunteers

**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:

1. Email: [quinn@idsba.org](mailto:quinn@idsba.org)

Or

2. 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.