

## MACAE OFFICE COORDINATOR POSTING

<b>Position:</b>	<b>Office Coordinator</b>
<b>Location:</b>	Michigan Association of Community and Adult Education (MACAE) 4000 No. Okemos Road Okemos, MI 48864
<b>Salary:</b>	\$30,000.00 – negotiable
<b>Begins:</b>	Open
<b>Work schedule:</b>	32 hours per week

### Qualifications:

1. Knowledge of Community Education
2. 1-3 year's work-related experience
3. Budgetary and office management experience preferred
4. Demonstrated organizational skills
5. Dependable and self-directed
6. Excellent oral and written communication skills
7. Strong customer service orientation and enjoy working with people
8. Ability to multi-task
9. Software experience with MS Office Suite, Quick Books (or comparable)
10. Experience with web and layout software helpful

### Responsibilities:

1. Daily communications to include phone, email, mailings
2. Accounts Payable and Receivable to include paying bills, invoicing, making deposits, managing information re revenue and expenses
3. Coordinate State Board CEUs for all MACAE PD events.
4. Coordinate State Conference and other PD events. To include marketing, registration, invoicing, signage, flyers/program booklets, working with venue, working with exhibitors/sponsors, etc.
5. Website Maintenance: assist by maintaining the calendar of events, providing updated communications/information, etc.
6. Work with the MACAE Board of Directors by:
  - a. Providing coordination for the organization. To include arranging meeting space, hospitality, communications, etc.
  - b. Providing support for professional development activities (see #3 above)
  - c. Support Committees and Focus Groups. To include scheduling meetings, providing communication/documentation support when appropriate, etc.