

**Nevada State Education Association  
Announcement of Vacancy for Front Desk Coordinator**

**Date of Posting: Monday, November 22, 2021**

**Closing Date: Friday, December 3, 2021**

**Title: Front Desk Coordinator**

This position supports the NSEA strategic focus of restoring public confidence in public education by providing skilled administrative and clerical assistance.

Duties include but are not limited to:

- Provide professional customer service at a front desk.
- Ability to multi-task between walk-in clients, staff, and phones.
- Update and maintain multiple calendar(s).
- Place, receive and route telephone calls and provide professional telephone etiquette.
- Ability to communicate and make appointments for staff and members.
- Work with outside vendors on maintenance of building.
- Reservations, set up, and scheduling maintenance of meeting space, conference calls and association vehicles.
- Assist in filing and maintenance of files.
- Perform word processing and data entry duties utilizing Microsoft Office Suite as assigned.
- Order and inventory office supplies.
- Handle assembly and distribution of outgoing and incoming mail.
- Utilize NEA IMS system to assist in providing membership information as requested.
- Responsible for office opening and closing procedures.
- Assist as needed with overflow of other associate staff and special projects.
- Assist with the implementation of NSEA's programs and activities as assigned.
- Perform other duties as assigned by NSEA management staff.

**Qualifications:**

- High School or equivalent
- Bilingual Preferred

**Salary and Benefits per agreement with NSO-Nevada.**

**Application Procedure:**

Applications will be accepted until 5 pm (PST) on **Friday, December 3, 2021** . A letter of interest, resume and a completed **application (which is located at [www.nsea-nv.org](http://www.nsea-nv.org))** should be sent to:

Lisa Toth, Director of Operations  
Nevada State Education Association  
3511 E. Harmon Avenue  
Las Vegas, NV 89121  
[Lisa.toth@nsea-nv.org](mailto:Lisa.toth@nsea-nv.org)  
702-733-7330 ext. 5026  
702-733-6004 (fax)

**Nevada State Education Association is an Equal Opportunity Employer. Ethnic minorities and women are encouraged to apply.**