Nevada State Education Association
Announcement of Vacancy for Front Desk Coordinator

Date of Posting: Wednesday, October 18, 2022
Closing Date: Tuesday, November 8, 2022

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 **Tuesday, November 8, 2022**. A letter of interest, resume and a completed application (which is located at www.nsea-nv.org) should be sent to:

Lisa Toth, Director of Operations
Nevada State Education Association
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Las Vegas, NV 89121
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.