

JOB DESCRIPTION
STATEWIDE INDEPENDENT LIVING COUNCIL

Position Title: Administrative Support Specialist

Reports to: Director of Operations

Organization Description:

Arizona Statewide Independent Living Council (AZSILC) is a federally mandated Council established under Title VII, Section 705 of the Rehabilitation Act, as amended in 1992. In Arizona, Governor's Executive Order No.2007-15 documents the general provision of the Council. AZSILC is a nonprofit corporation that addresses issues related to the ability of individuals who have disabilities to live independently. The majority of Council/Board Members and Staff are individuals who have disabilities.

Position Summary:

The Administrative Support Specialist assists with the coordination, scheduling, recording, and maintenance of organizational documents, meetings, and events; manages and maintains web presence, filing systems, and records; creates professional correspondence, documents, and reports; performs fiscal processes, coordinates with accountant, maintains financial data and records, and assists with resource development activities.

Key Functions and Responsibilities:

- Coordinates logistics for AZSILC Board, Council, and Committee meetings; ensures compliance with Arizona Open Meeting Law; prepares and distributes meeting materials; records meeting minutes; ensures accommodation requests are executed.
- Manages paper and digital filing systems; maintains records to ensure organizational requirements, dues, subscriptions, and filings are completed on time.
- Creates content, manages, and maintains multiple organizational websites and social media outlets; works with Disability Integration Specialist to ensure accessibility standards are met.
- Assists with the composition, publication and distribution of organizational marketing/promotional materials.
- Assists with AZSILC meeting, activity, and event planning and execution; coordinates travel arrangements; works with Disability Integration Specialist to ensure accessibility standards are met; monitors and orders supplies and inventory.

Job Description
AZSILC Administrative Support Specialist

- Assists with the completion of the annual 704 Report and the triennial State Plan for Independent Living (SPIL); performs professional correspondence, writing, editing, and proofreading; researches relevant data and information, compiles material, and generates reports.
- Coordinates fiscal processes with the contracted accountant; allocates Accounts Payable and Accounts Receivable; tracks and ensures timeliness of reporting and invoicing for Accounts Payable and Accounts Receivable; maintains all fiscal and payroll records; processes Board, Council and Staff advancement/reimbursements.
- Assists with resource development by researching, identifying, drafting and otherwise preparing narrative to pursue funding for AZSILC activities and expansion opportunities.
- Upholds AZSILC mission and contributes to successful outcomes related to the State Plan for Independent Living, and other assignments.
- Ensures compliance with federal, state, and local laws, and ordinances, including documentation and reporting.

Minimum Qualifications:

- Associate Degree or Certificate in applicable course of study preferred. A significant amount of relevant work experience may substitute.
- Knowledge of the Americans with Disabilities Act, the Rehabilitation Act, the Independent Living Movement, and current civil rights issues; or willingness to serve the disability community and acquire this knowledge.
- Highly skilled in the use of a variety of office software including Word, Excel, PowerPoint, QuickBooks.
- Prior experience with website development, maintenance, and in the use of the WordPress platform.
- Demonstrated experience with maintaining a professional presence on a variety of current social media sites, suitable for a business environment.
- Knowledge of and experience with maintaining financial data and records in accordance with sound accounting practices; resource development for nonprofit organizations.
- Effective interpersonal skills; demonstrated proficiency in written communication; ability to communicate clearly, succinctly, and in public.
- Demonstrated initiative in carrying out assigned tasks; ability to exercise independent judgment in organizing and implementing multiple tasks with minimal supervision.

Job Description
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- Demonstrated ability and commitment to working with diverse and multicultural populations.
- Bilingual in English and Spanish preferred.

Benefits:

- Annual Leave
- Sick Leave
- Holiday Leave
- Retirement Contribution
- Life Insurance

Working Conditions:

- Part-time (average 25 hours weekly), hourly, non-exempt position.
- In state travel, and occasional out of state travel required.
- Establish and work remotely from a home office located within the greater Phoenix area, utilizing technology to perform the essential functions of the position.

Salary:

Starting Salary \$16.50-\$17.50 hourly.

Other:

Criminal background check will be required.

Email Resume, Cover Letter, and References by October 20, 2018 to:

Melissa Ann Santora, Interim Executive Director

melissa@azsilc.org

Please place Administrative Support Specialist Application in subject line.