

Vacancy Announcement – CTechEd Program Assistant

Location:	HCTA Professional Learning Center office, Tampa, Florida
Reports to:	HCTA Professional Learning Center Board of Directors
FLSA Status:	Non-Exempt

Summary

The Hillsborough Consortium for Technology and Education (“CTechEd”) Program Assistant is an employee of the Hillsborough Classroom Teachers Association (“HCTA”) Professional Learning Center assigned to provide support to the CTechEd Executive Director to ensure efficient operation and delivery of learning programs hosted by CTechEd.

Responsibilities

- Receive, sort, and distribute mail.
- Greet and assist visitors.
- Answer phone calls, direct and/or respond to queries as appropriate.
- Maintain inventory by checking stock, anticipating needs, and placing orders.
- Manage course registration, process course payments, and keep records of course participation.
- Provide general support to CTechEd trainers, including preparing and organizing training materials and assisting with event set-up and facilitation.
- Develop and maintain physical and electronic filing systems for CTechEd.
- Entry of data into appropriate records systems.
- Produce and distribute physical and electronic correspondence including advertisements, memoranda, and letters.
- Assist in preparation of reports and other materials for CTechEd Board of Directors and other meetings.
- Keep accurate minutes of CTechEd Board of Directors meetings and other meetings.
- Monitor invoices, maintain CTechEd financial records and produce regular financial reports.
- Create and post information to the CTechEd website and social media accounts as needed.

Job Competencies

- Attention to detail – performing tasks with care and ensuring that work product is accurate, complete, and free of errors.
- Communication – using correct vocabulary, spelling, grammar, and punctuation; writing in a clear, direct, concise, and complete way.
- Confidentiality – handling sensitive information and maintaining sensitive records in a confidential manner.
- Flexibility – receptiveness to new ideas and approaches for doing work; changing or modifying unsuccessful strategies for completing tasks.
- Organization – handling multiple projects concurrently; maintaining usable and accessible filing systems for physical and electronic records.
- Self-management – completing tasks promptly and independently and switching between tasks as needs arise.
- Teamwork – collaborating with others to accomplish duties.

Qualifications

- Two years of full-time experience in a position with significant secretarial, bookkeeping, or data processing duties is required. Four years of full-time experience in a position with bookkeeping and data processing duties is preferred.
- A high school diploma or high school equivalent diploma is required. An Associate’s degree or higher is preferred.

- Proficiency in Microsoft Office software (Word, Excel, Outlook) is required.
- Proficiency with QuickBooks is required.
- Strong English-language written and oral communication skills are required.
- Strong Spanish-language written and oral communication skills are preferred.
- Touch-typing ability of at least 40 WPM is required; at least 60 WPM is preferred.
- Experience with social media platforms (Facebook, Twitter, Instagram) and web site design and/or development is preferred.

Compensation and Benefits

- The wage range for this position is \$20 to \$30 per hour commensurate with experience.
- Comprehensive employer-paid insurance package.
- Employer-paid defined benefit (pension) and defined contribution (401(k)) plans.
- Generous holiday and leave policies.

About Us

The Consortium for Technology and Education is a non-profit dedicated to providing relevant, high-quality professional learning experiences to educators. Our collaboration with the HCTA Professional Learning Center and the School District of Hillsborough County is at the foundation of our work with educators in Hillsborough County, across Florida, and beyond.

Application

Interested individuals should send a cover letter, resume, and three professional references to HCTA Professional Learning Center President Graham Picklesimer via e-mail at graham.picklesimer@floridaea.org. This position will be open until filled.