**The Child Support Directors Association**

**Association Coordinator Job Description**

**Classification: Full-Time, Exempt**

**Reports To: Executive Director**

**Compensation: 60,000- 70,000 range depending upon experience**

**Travel Requirements: will need to travel at times based on the needs of the Association.**

The State Office Coordinator will facilitate efficient operations by performing a variety of administrative, trade association and legislative tasks to support the Executive Director and CSDA members.

**Supervisory Responsibilities:**

* None.

**Duties/Responsibilities:**

* Collaborating with the Executive Director, from day one, with committee meetings, event coordination for the annual conference, advocacy day and policy symposium and will have an immediate impact on our productivity, streamlining and executing strategic initiatives, overseeing organizational development, and communicating between departments and outside entities to successfully execute committee meetings and events.
* Duties include but are not limited to word processing; formatting and proofreading correspondence, presentations, reports, and other business- related documents; preparing committee meeting packets, supporting materials. Prepares agendas and schedules for meetings. Records and distributes minutes or other recordings for meetings.
* Monitoring deadlines and ensuring sufficient lead time to meet deliverables; monitor local, state, and federal government meeting agendas.
* Serves as a liaison between CSDA and its members. This includes answering queries, providing information, devising regular communication activities, and maintaining membership records.
* Answers and transfers phone calls, screens when necessary.
* Maintains filing systems as assigned.
* Retrieves information, as requested, from records, email, minutes, and other related documents; prepares written summaries of data when needed.
* Responds to and resolves administrative inquiries and questions.
* Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
* Support the Event and Conference planner and Accounting as needed
* Maintains office supplies and coordinates maintenance of office equipment.
* Performs other related duties as assigned.

**Required Skills/Abilities:**

* 5 plus years of executive assistant experience
* Ability to work on multiple projects; prioritize, organize, and meet deadlines.
* The ability to anticipate work to be done and assist the Executive Director in such tasks to advance the work of the association is necessary.
* Ability to work quickly, efficiently, and accurately in a high-volume environment.
* Must be extremely organized and detailed-oriented.
* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Advanced skills in Email, Outlook, Adobe, GrowthZone, MS word, Excel, Zoom, Microsoft Teams, PowerPoint, and outlook are required.
* Familiarity and experience using various social networking sites, such as Twitter and Facebook.
* Excellent organizational skills and attention to detail.
* Basic understanding of clerical procedures and systems such as recordkeeping and filing.
* Ability to work independently.
* Must possess a valid CA driver’s license with an acceptable DMV driving record.

**Education and Experience:**

* Associates degree required, bachelor’s degree in related field preferred.
* At least five years of experience in an administrative role; trade association or legislative experience preferred.

**Physical Requirements:**

* Prolonged periods sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.

**Why should you consider joining our team?**

The Child Support Directors Association (CSDA) is a nonprofit organization of the local child support directors representing the 58 counties throughout California. The association was established in 2000 to be of service to the local child support agencies in their effort to provide children and families with the financial, medical, and emotional support required to be productive and healthy citizens in our society.

We offer competitive pay, generous benefits, and a team-oriented environment focused on advocating, educating, and collaborating on behalf of the local child support agencies to advance the child support program as a safety net service leading to family financial stability.

Because we are a federal contractor, we are required to inform you that all qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, protected veteran status, gender identification, sexual orientation, or any other legally protected characteristics, or disability.