



### NHSAA | Member Services Specialist

**Success Factors** – This position requires an impeccable attention to detail; the ability to efficiently and effectively flourish in a busy and multi-project environment; prioritize tasks; reliably meet and exceed deadlines; autonomy and self-direction; work positively with others; outstanding communication skills (written and verbal); multi-platform technological skills (word processing, emailing, spreadsheets, desktop publishing, basic web design, database, Association Management System (AMS) skills, Google Suite, Office Suite – both Mac and Windows OS); highly organized; friendly and enthusiastic demeanor; a true passion and belief in public education!

### Roles and Collaborative Responsibilities

- **NHSAA Membership** lists (all) – invoicing, reminding, onboarding, updating, off boarding, monitoring, connecting...ALWAYS checking it for accuracy – this is a huge job and the number one priority of this position.
- **Daily** communications, mail, and office **operations** – responsible for the NHSAA phones and office equipment, supplies, and inventory.
- Main point of contact for basic **financial** matters with the NHSAA accounting company – ensuring monthly financial reports are ready for Executive Board Meetings. Must be able to supply error-free financial information effectively, clearly, and responsively. Works closely with NHSAA auditors to provide details and information required for the annual audits. Collaborates on NHSAA deposits and documentation.
- Positively collaborates with the **Events & Marketing** Manager to coordinate Executive Board, Statewide, and Granite State Leadership Academy (GSLA) venues.
  - Details and coordinates resources and support for all Executive Board Meetings, Statewide Meetings, and GSLA events.
- **Administrative Support** across all NHSAA roles as needed.
- **Communications and Newsletters** – creates and distributes newsletters and communications for the NHSAA.
- **Professional Development** events / conferences – collaborates with Events & Marketing Manager as is necessary (logistics, setups, tear downs, member support...).
- **NHSAA Awards and Recognitions** – works with the Executive Director and Associate Executive Director on yearly awards and recognitions (Superintendent of the Year, EDies, Outstanding Service Award, Champion for Children, Marston Scholarship, Mark Joyce Scholarship...). Responsible for notifications, transactions, deadlines, and orders connected to these awards.
- **EDjobsNH** – main point of contact for EDjobsNH website, user accounts, invoicing, upkeep, and site suggestions. Coordinates creation and distribution of annual EDjobsNH calendar.
- **Human Resources** (HR) – assists with HR management, records, and benefits administration.
- **NHSAA records** – keeps accurate, accessible, and organized records of the Association.
- **NHSAA Website** – updates and adds content in collaboration with the Executive Director and Events & Marketing Manager.
- **Other duties** as assigned by the Executive Director.