

The Alliance for Public Waldorf Education

VACANCY NOTICE

Spring 2018

Anticipated Contractor: *Administrative Assistant*

Duties: Seeking an enthusiastic, self motivated individual to provide administrative support and coordination to the Alliance Executive Committee and Board, helping to propel the Alliance for Public Waldorf Education into its next phase of development.

The Administrative Assistant will provide office services by implementing administrative systems, procedures, and policies; monitoring administrative projects; and maintaining programs as directed by the Alliance Executive Committee. Duties include, but are not limited to, the tasks described in the job description. The candidate must be flexible, adapting to change and job evaluation while assuring the smooth and efficient operation of the organization. The Administrative Assistant must deal effectively and graciously with situations requiring tact and judgment; exercise patience, common sense, and good humor to thrive under the pressure and demands of an evolving national organizational environment.

Minimum Qualifications:

1. Experience in Public Waldorf education required.
2. Must have effective communication skills – oral, written, and technological, and excellent time management and organizational skills.
3. The ability to work cooperatively and independently, be self-directed, and take direction from the Alliance Executive Committee.
4. Such alternatives to the above that the Alliance may find acceptable.

Contract: Contract hours will average 10 to 20 hours per week; hours will be subject to increase as the organization grows, or in support of major events. Contract amount will be negotiable.

Beginning Date: No later than July 1st 2018

Application Deadline: May 15th, 2018

Application Procedure: Submit a Cover Letter, Resume, and 3 Letters of Recommendation electronically to the Alliance for Public Waldorf Education, attention Executive Committee at alliance.public.membership@gmail.com.

Alliance - allianceforpublicwaldorfeducation.org - alliance.public.membership@gmail.com

For information on the position you can contact:

Board President Liz Beven: 916-402-7542

Vice President Rainbow Rosenbloom: 831-818-1083

Secretary & Treasurer Chamomile Nusz: 715-281-4776

Membership Coordinator Charles Burkam: 928-245-9719