



Position Description: Administrative Services Manager

LEARN is seeking a creative, flexible, and organized full-time Administrative Services Manager. This position is well suited for a mission-driven, dynamic, highly productive, critical thinking professional with good judgment and instincts who is willing to pivot and adapt to a changing environment. The person in this position will engage and connect with members and must have experience planning and executing multi-day conferences.

This position is part of the Administration, Membership, Marketing, and Outreach (AMMO) team, whose primary goal is to provide excellent customer service to LEARN Members. The Administrative Services Manager will work collaboratively with LEARN's AMMO team as a critical leader in developing and advancing LEARN's mission and vision through marketing, administration, and event planning.

This position will report to LEARN's Chief Relationship & Engagement Officer (CREO).

Position Location: This position requires the candidate to operate from a home office located in Texas in a virtual office environment.

Travel Requirements: Travel to LEARN member locations throughout the state of Texas regularly. Travel to events and meetings outside of Texas occasionally.

Responsibilities & Duties

Board & Event Management – 50%

- Solely responsible for coordination and preparation of various committees and groups: Governance & Participation Committee, Operations & Services Committee, Technical Advisory Group
 - Set the schedule of meetings for the year, send meeting invites, prepare agendas, type minutes, keep track of objectives, and gather necessary documents to keep progress moving forward
 - Ensure that all documents are sent out in a timely manner
- Solely responsible for coordination and preparation of Quarterly Board of Directors Meetings (two virtual and two in-person)
 - Set the schedule of meetings for the year, send meeting invites, prepare agendas and PowerPoints, type minutes, keep track of objectives, and gather necessary documents to keep progress moving forward
 - Keep track of document approval schedule with Board of Directors and various committees
 - Ensure that all documents are sent out in a timely manner
 - Gather and proofread minutes from the meetings; ensures that minutes are recorded accurately, including all resolutions/decisions, and that actions are

communicated to the relevant group(s) and organized properly for future reference.

- Take the lead on developing content for LEARN Board of Directors annual meeting workshop; take the lead on finding speakers and topics for LEARN Board of Directors annual meeting
- Event Management
 - Manage and serve as point of contact for any outside contractor(s) brought on to assist with meetings. Oversee event and meeting logistics (including registration and agenda), using outside contracts, caterers, agencies, or volunteers as needed. Manage the budget and expenses for member meetings and events
 - Travel to member campuses and hotels in Texas is required
 - Establish major schedules and task assignments and provide direction to staff to ensure objectives are met

Grant Outreach – 25%

- Schedule efforts to adhere to required grant objectives related to outreach. This can include but is not limited to campus engagement events and recurring meetings with campus faculty and staff
- Schedule travel to member campuses within Texas as part of grants is required
- Assist in documenting outreach efforts as required by grant

Marketing & Administration – 25%

- Website
 - In coordination with the Administration Membership and Outreach Team, serve as the lead in overseeing the functionality of the website to creatively upgrade the existing website to make it current, useful, and attractive for our members and external visitors
 - With oversight of the CREO, update content, design, and execute changes, including updating news stories once/month and Board Changes as they occur
 - Ensure documentation/training materials related to the website are updated
- Annual Report
 - With oversight of the CREO, lead in the preparation, creation, and distribution of LEARN's Annual Report. The Annual Report is a 40+ page marketing publication that consists of member stories and team accomplishments for the year
 - Solely responsible for gathering, verifying, and providing all non-financial data (list of members, affiliate members, breakdown data for charts/graphs, pictures, etc.)
 - Responsible for proofing and editing the report in various stages of development
 - In collaboration with the CREO and Leadership Team, come up with stories, including contacts and data points for the writer(s)
- Social Media
 - Develop strategy, manage, and grow LEARN's social media engagement

- With oversight of the CREO, draft and post all social media stories for LinkedIn and Twitter
- Respond to inquiries and facilitate information sharing
- Communication
 - With oversight of the CREO, draft all communications to Board Members, staff, community, and other constituents as requested
 - Respond to member email inquiries and facilitate information sharing
- Administration
 - Schedule meetings for Leadership Team
 - Coordinate logistics for in-person Staff Meetings, Holiday Events, etc.

Position Qualifications

Required Qualifications:

- Bachelor’s Degree plus five years of directly related experience
- Demonstrated experience managing multiple, diverse projects simultaneously
- Ability to thrive in a fast-paced, growth-focused environment
- Experience in website content management systems, Adobe products (Photoshop, InDesign, etc.), and social media platforms (Twitter, LinkedIn, etc.)
- Highly organized and detail-oriented, proven record of successfully planning and executing events and/or multi-day conferences
- Excellent written and oral communication skills, and positive attitude with focus on customer service
- Service-oriented attitude and experience, with professional presentations skills
- Expert in Microsoft Office suite, including Outlook, Excel, Word, PowerPoint, and Teams. Familiarity with business process flow tools, such as, SharePoint.

Preferred Qualifications:

- Bachelor’s Degree in communications, marketing, business, hospitality, or related program.
- Five plus years’ experience in communications, non-profit, marketing, or event management
- Five plus years’ experience as Administrative or Executive Assistant
- Prior experience working from home for extended periods of time
- Prior experience working in a virtual office environment

To apply for this job, please submit a cover letter, resume, and application (found on the next page) in PDF format to jobs@tx-learn.net with “Administrative Services Manager” as the subject line.

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



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APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)*	Date of Application
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Are you known by any other names or aliases, including a maiden name?* Yes No If Yes, what name(s) are you known by?

Applicant's Current Address (Address, City, State, Zip)*

Applicant's Email Address

Date of Birth*	Telephone	Date Available for Work
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Position(s) Applied For (List Job Titles)	Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
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Referral Source Advertisement Employment Agency _____ College/Career Placement Office
 Job Fair Employee Other

Have you filed an application or been employed here before? Yes No If yes give date(s)

Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our Company in the United States? Yes No

List any friends or relatives employed by the company.
What is the relationship?

Have you ever been convicted of a felony? Yes No

If yes, provide all detail**
**Conviction of a crime will not automatically disqualify you from employment.

EMPLOYMENT EXPERIENCE (List relevant work experience. Start with your present or last job. Include military service assignments and volunteer activities)

Date From	Employer Name	Employer Address
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Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
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1	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

Date From	Employer Name	Employer Address
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Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
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2	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name or do you have a maiden name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

REFERENCES (List professional references only. Do not list friends or relatives)

Name and Title	Address / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Other (Specify)				

PRE-EMPLOYMENT STATEMENT

I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment.

I authorize representatives of Company to contact educational institutions and employers designated in this Application for purposes of verification and investigation of my educational and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by a Company representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment. Should I be employed by Company, I understand that I could be subject to an outside probe if accused of wrongdoing.

Submission of the application does not entitle me to be interviewed by Company. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Company to provide any benefit to me. Should I be employed by Company, I agree to comply with any and all employment rules and policies of Company.

After reading all of the terms of this application. I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with the Company is on an "at-will" basis, meaning that such employment may be permanently discontinued by either the Company (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party.

I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.

Date*

Applicant's Signature*

***Required for Background Check**