



Job Title: **Foundation and Community Engagement Assistant**

Department: **Chief of Staff/Canyons Education Foundation**

Supervisor: **Chief of Staff**

Lane Placement: **ESP Lane 11**

Schedule: **8 hrs / 242 days**      Evaluation Group: **JCES 10**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Specialist Under the supervision of the Chief of Staff and the Canyons Education Foundation, the **Foundation and Community Engagement Assistant** takes and transcribes dictation, screens telephone calls, makes travel reservations, performs accounting duties for all donations and works closely with the District Accounting department to ensure correct fund procedures. Within direction and guidelines, incumbent acts as a resource to those requiring information regarding general District external relations, Canyons Education Foundation, and Public Engagement matters. Incumbent interacts with Legislators and School Board members, schedules meetings, takes minutes, and assists with budget and business operations.

## **ESSENTIAL FUNCTIONS**

- Compiles, formalizes and distributes materials to Administrators, Directors, Consultants, Coordinators, Board Members, and Legislators.
- May have major role in organizing, typing and proofing the Department's financial budget.
- Interacts with many departments in clarification of governmental issues.
- Acts as an information resource for District Administrators, Directors, Consultants, Coordinators, Employees, Parents, School Board members and the Public.
- Create correspondence directed towards elected politicians, patrons, community leaders, District staff, School Board members and other influential groups or agencies.
- Communicate verbally, in presentations and in various other methods with elected politicians, patrons, community leaders, District staff, School Board members and other influential groups or agencies.
- May attend School Board meetings and take accurate minutes of the proceedings.
- Follows-up on administrative matters.
- Keeps supervisors' schedule.
- Assists in arranging various meetings, scheduling rooms, and arranging for refreshments. Informs personnel involved of meeting time, place, and agenda.
- May take dictation and transcribe letters and memoranda.
- May type policies for School Board approval.
- May take or type minutes from high-level District meetings.
- May type financial forms, bids.
- Arranges travel reservations, itineraries, registration expenses and other details for conferences and conventions.
- As directed by supervisor, delegates tasks throughout the departments to support personnel.
- Other regular office tasks (e.g. filing, processing data, completing requisitions, reporting department payroll information).
- Orders departmental materials and supplies.
- Screens visitors and telephone callers, attempting to preserve their good will and save the time of the supervisor.
- Responsible for handling all in-coming monetary donations.
- Responsible for tracking and receipting all monetary and in-kind donations.
- Prioritizes own work.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires an associates degree or higher.
- Requires five years of training in word processing, appropriate use of computer and office machines, office procedures, and interpersonal relations.
- Requires five years of bookkeeping and accounting experience, with specific experience working with government budgets.
- Successful and relevant prior District experience is preferred.
- Requires ability to communicate clearly and precisely in a variety of significant situations (e.g. explaining policies, giving directions, coordinating).
- Requires advanced skill in working well with others. Must respond to situations that are mostly unstructured and involve people highly placed in the organization.
- Requires verified typing skill of 70 wpm.
- Requires computer skills including spreadsheets and financial software.
- Requires well developed skill in grammar, spelling, letter construction and general communication.
- Requires strong organizational skills.
- Requires good interpersonal skills. Interacts with District Administrators, vendors, School Board members, State Office of Education personnel, attorneys, patrons, legislators, District-wide personnel, business services and the public.
- Requires fund-raising experience for an education or non-profit entities.
- Requires one year experience working in Government sector.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Requires the ability to lift a minimum of ten (10) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all District policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 6/8/2020