

Job Opening  
**School Superintendents of Alabama**  
Montgomery, Alabama  
**Receptionist**

School Superintendents of Alabama (SSA) is seeking to employ a full-time Receptionist. The Receptionist will work closely with all staff and serve as an integral part of the SSA team. The position is available immediately.

**About SSA:** SSA is a professional non-profit organization comprised of superintendents and school system leaders from across Alabama who are committed to improving education for Alabama's children. SSA has a full-time office staff who represent the Superintendent's viewpoint year-round in a definitive voice to the Legislature, Governor's Office, and other policy-making bodies, including the State Board of Education, and keep the SSA membership informed on important issues.

**Knowledge, skills and abilities required:** The applicant must have strong people and professional skills. He or she must have outstanding computer skills specific to Microsoft Word, Excel, and Office 365, and the ability to learn the member management program and other technology. He or she must have the ability to keep accurate records, possess good oral and written communication skills, and have a working knowledge of various social media platforms. The applicant must possess strong analytical skills, be able to work in a team-oriented environment, and be an innovative self-starter with the ability to work independently. He or she must be able to stand for long periods of time and be able to lift and carry 20 pounds without assistance.

Duties outlined are the essential responsibilities, and other duties may be assigned as needs arise or as required.

**Essential Duties:**

- Greet visitors with professionalism and direct them to the appropriate person or office
- Offer coffee or other refreshments to visitors
- Answer, screen and forward incoming phone calls
- Receive, sort, and distribute daily mail/deliveries
- Order office supplies and keep inventory of stock
- Purchase and stock refreshments when needed
- Organize conference and training room for meetings
- Coordinate catering needs for meetings
- Monitor and maintain office equipment
- Maintain a professional, comfortable general office atmosphere
- Maintain portions of website and Office 365 server, keeping content current
- Assist with conferences including preparation and setup
- Assist others in administrative duties as needed
- Must be able to travel to SSA's in-town and out-of-town conferences and other meetings
- Must be able to comfortably and efficiently handle multiple deadlines and task assignments

**Salary:** Base Salary of \$25,000 – \$35,000 depending on experience, plus benefits which include PEEHIP family health and dental insurance, participation in the Teacher Retirement System, vacation, and sick days. Office hours are 8:00 – 4:00 Monday through Friday with a 240-day work calendar.

**How to Apply:** Email resume and letter of interest to Connie Edwards at [connie@ssaonline.org](mailto:connie@ssaonline.org).

**Application Deadline:** Open until filled