



ARIZONA CHILD CARE ASSOCIATION

Office Manager and Membership Services Position Description First review of applicants October 15, 2007

The Arizona Child Care Association (ACCA) is a non-profit organization of private licensed for-profit and non-profit licensed children care centers statewide. ACCA is looking to fill a new position to manage our central Phoenix office and improve member services.

Primary duties include:

1. Office Management
 - Generate invoices, process payments, track revenue & expenditures, creates reports
 - Perform data entry and maintain membership and contact lists
 - Mailings, filing and general office organization
 - Respond to general requests for information from members and the public
 - Liaison to ACCA web master
 - Assist in arranging events, Board meetings, and preparing materials and handouts
 - Provide administrative support to Executive Director, assists with presentations

2. Membership and Vendor Recruitment
 - Revise and develop membership recruitment materials
 - Contact potential members and explain benefits of membership
 - Welcome and provide orientation materials to new members
 - Maintain accurate lists of all member and vendors
 - Contact suppliers of products and services to child care centers
 - Develop partnership agreements and monitor participation

Knowledge and Skills – Organized and interested in organizing and maintaining association office, with close attention to detail. Outgoing and “customer” friendly with good interpersonal skills and excellent verbal and written communication. Motivated self-starter who is able to work independently.

- Must be fully proficient with Microsoft Word (able to format and file documents)
- Knowledge of QuickBooks, Excel and PowerPoint preferred.
- Ability to make initial contacts with individuals and small groups and provide information in a clear, accurate, and convincing manner.
- Ability to proofread, edit, modify existing documents to target different audiences
- Interest in marketing and generating support for ACCA.

Salary and Benefits Seeking a person to work 30-40 hours per week, 5 days per week. Salary range \$30,000 to \$40,000 depending on hours, benefits, and experience. Variable benefits. Some travel, primarily in the Valley, with occasional out of town trips. All travel related expenses are reimbursed.

Interested individuals are encouraged to learn more about ACCA at www.azcca.org . Resumes should be sent to bruce@azcca.org

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