



National Student Employment Association

Title: Board Relations Coordinator

Pay Range: \$15.00 - \$20.00/hr

Start Date: January 1, 2019

FLSA status: Non Exempt

Reports to NSEA President and/or President-Elect

Posting Open: September 24, 2018 – October 25, 2018

The NSEA Board Relations Coordinator is an ex-officio member of the board, with specific responsibilities in support of the NSEA voting board members. This is a part-time home-based position of no more than 20 hours per week. Travel is required at a minimum of four times per year, with some required stays of up to a one-week period. The primary role of support falls into three essential areas:

Financial Responsibilities:

- Accounts receivables
- Accounts payable
- Management of investment accounts for the association along with the President-Elect.
- Assist the Finance Committee in development, implementation and monitoring of the annual proposed budget for the association.
- Be responsible for obtaining a tax exemption certification form from each state with which the association does business.
- Work with a certified public accountant (CPA) to ensure that all annual tax documents are filed in a timely manner.
- Ensure that the incorporation status of the association is current and payment of the annual corporation fee is paid in a timely manner.
- Ensure that the annual audit review report is provided by the Finance Committee to the Association each year.
- Provide the association membership with income, expense, and investment reports for the annual business meeting and at other times as directed.
- Manage contracts, sponsors, licensures, and vendors for all Association business relations.

General Responsibilities:

- Maintain a central mailing address for the National Office.
- Physical Office location is supplied by the employee (usually out of the employee home).
- Must to be able to provide secured storage for all NSEA financial records, tax information and other supplies or products.
- Respond to all inquiries, via all NSEA approved forms of communication, on behalf of the association. Inquires may include questions on conference, membership dues, referrals, etc.
- Create and maintain desk procedure and manual.
- Attend all board meetings and conference calls.

- Coordinate the three (3) board meetings each year with all members of the Board.
- Manage registration and confirmation process for all paid event programs run by NSEA.
- Perform other work-related duties as assigned, including, but not limited to, participating in, supporting, and representing the organization with special events and activities, and supporting committees. The omission of specific duties does not preclude the president from assigning duties related to the position.

Board Support Responsibilities:

- Responsible for ordering of all office supplies, conference supplies, and awards.
- Works with Reliable Facility Placement to obtain Request for Proposals (RFPs) for potential conference sites, and organizes site visits.
- Recording, preparation, transcription and maintenance of meeting minutes and documents for all board and business meetings of the association.
- Serve as the Board Historian.
- Responsible for upkeep of the association Almanac.

Qualifications: The ideal candidate will possess excellent written and verbal communication skills. They must be self-motivated, focused, and flexible, with a positive attitude. As a support member, they will maintain neutrality in all aspects of their role. Prioritize and execute multiple responsibilities with strong organizational skills. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Proficiency in Excel, Word, and Adobe Acrobat required. Candidate must be able to quickly develop skills in other platforms used by the Association, such as BaseCamp, MemberClicks, Quickbooks, etc. Ability to maintain confidentiality. Candidate must have ability to collaborate and work well with people at all levels. Must be able to travel at least quarterly, usually 4-6 times total per year. Purchasing and negotiation skills are preferred.