

Position Vacancy Notice

Idaho Educational Services for the Deaf and the Blind

Department of Human Resources, 1450 Main St, Gooding, ID 83330 208.934.4457

Begin Date: July 2023

Position: **Administrative Assistant (40 hours per week)**

Nature of Work: We are hiring an organized and detail-oriented Outreach Assistant to support our team. Responsibilities include data collection and organization, providing support to staff and regional offices, assisting with projects, and maintaining records. The ideal candidate has administrative experience, strong communication skills, and proficiency in Microsoft programs.

****Responsibilities:****

- Collect, monitor, and organize data using software programs as determined by Agency
- Maintain files and generate reports for Outreach directors, Administrator, and Board
- Support Consulting Teachers with data entry and training
- Assist regional offices with demographic information and mailings
- Provide support to Early Intervention Program and Outreach Directors
- Liaise with outside agencies and collaborate with other departments as needed
- Manage files, update manuals, and coordinate in-service trainings

Minimum Qualifications:

- Professional working relationships and effective communication skills
- Ability to convey technical knowledge and solve problems in real-time
- Proficiency in Microsoft programs and organizational skills
- Integrity and ability to work independently
- Experience in administrative assistance in a public-school setting
- Knowledge of Microsoft Excel and Word

****Preferred:****

- Experience in grant writing and fundraising
- Presentation skills

Pay: Based upon qualifications and experience.

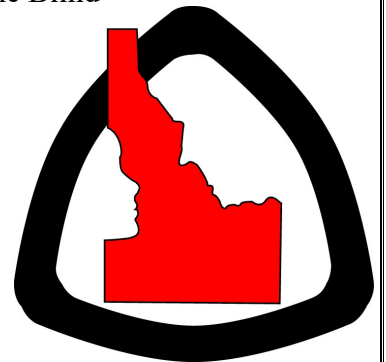
Benefits: Comprehensive benefit package included.

To Apply: Submit an IESDB application (can be accessed at www.iesdb.org): a letter of interest, resume, and the names and contact information of three professional references to:

Idaho Educational Services for the Deaf and the Blind
ATTN: Human Resources
1450 Main St
Gooding, ID 83330
Email to hr@iesdb.org

Location: Gooding, Idaho

Closing Date: Open until filled.



Successful candidate will be required to submit a completed ten finger fingerprint card or scan to the Idaho State Dept. of Education no later than five days after the employees' first day of employment with the school or unsupervised contact with students in a K-12 setting, whichever is sooner per Idaho Code 33-130 & 33-512.

Hiring is done without regard to race, color, religion, national origin, gender, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulation.