



# Oak Grove Educators Association

CTA-NEA 4810 Harwood Road Suite 101, San Jose, CA 95124-5281 (408) 363-1646 FAX (408) 363-3521 www.ogea.org

---

## OGEA OFFICE COORDINATOR

### POSITION DESCRIPTION

2020-2021

- I. **Position:** Office Coordinator
  
- II. **General Description of the Position Function and Purpose**
  - A. This is a part-time position. It provides a variety of simple to moderately difficult clerical and office assistance work. Work is performed within established guidelines and procedures under supervision.
  
- III. **Specific Duties and Responsibilities** - Responsibilities are performed at the **Oak Grove Educators Association** (OGEA) offices for OGEA and Chapters identified in the **Educators Co-Op**. General duties include (but are not limited to):
  - Opens, date stamps, and distributes mail
  - Maintains office files
  - Receptionist duties including light typing
  - Answers telephones, place calls, and responds to routine inquiries regarding OGEA and Chapters
  - Provides backup and assistance to the President and Executive Board
    - Typing, general correspondence, preparing meeting packets, and other general clerical support as needed
  - Operates general office equipment including copy machine, fax machine, mail machine, and computer filing and database management
    - **Google Drive and Google Suite: Docs, Sheets, Slides, Forms**
    - **Microsoft Suite: Excel, Access, Word, Powerpoint**
  - Orders office and meeting supplies
  - Provides courier services as needed
  - Prepares and maintains accounts receivable/payable
    - **Quicken and QuickBooks software or other similar accounting software**
    - **Responsible for internet banking**
  - Arranges meetings and conference registrations
  - Prepares balance sheet and other light accounting duties
  - Performs other appropriate duties as assigned
  - Maintain OGEA and CTA membership databases
  - Prepares required membership reports
  - Other duties as assigned

*Continued On Next Page*



## **Oak Grove Educators Association**

CTA-NEA 4810 Harwood Road Suite 101, San Jose, CA 95124-5281 (408) 363-1646 FAX (408) 363-3521 [www.ogea.org](http://www.ogea.org)

---

#### **IV. This position reports to:**

- OGEA President and it's Executive Board

#### **V. Qualifications**

- AA Degree and 1-year experience or High School Diploma or Equivalent and 2 years relevant experience
- Proficient with the following computer software and platforms:
  1. Google Suite and Google Drive
  2. Google Mail and Calendar
  3. Microsoft Suite
  4. Quicken and QuickBooks (or other similar accounting software or demonstrated ability to learn
  5. Internet banking platforms
- Knowledge of general accounting principles and Typing proficiency of 45 wpm
- Ability to operate generally used office machines
- Ability to maintain confidentiality of Association Business
- Ability to follow through on assignments with little supervision
- Ability to work cooperatively with the Executive Board and Educators Co-Op members
- Ability to successfully follow directions
- Valid CA Driver's license, insurance and vehicle