



Association of Educational Office Employees

Serving office professionals in LAUSD since 1928

5710 E. Beverly Boulevard Los Angeles, CA 90022

P.O. Box 227186

(323) 725-7266 FAX (323) 725-6266

Job Announcement

The Association of Educational Office Employees (AEOE) is accepting applications for a position at the AEOE Office. Our office serves the employees and students of the Los Angeles Unified School District by providing professional development, tuition reimbursement and awards to classified staff as well as scholarships and awards to our students in grades K-12 and adult school.

The successful applicant will serve as Office Manager and will be the face and voice of our great association.

Opening date: June 15, 2017
Closing date: July 15, 2017
Position Title: Part Time Office Manager
Hourly Rate: \$19.33
Duty Location: 5710 E. Beverly Blvd., Los Angeles, CA 90022
Work Schedule: 18 hours per week, Monday, Tuesday, Friday, Hours 9:00 a.m. to 3:30 p.m.
Who may apply: LAUSD part time and retired employees

Qualifications: General organization of the office; office procedures, practices, and equipment; Microsoft Word and Excel (spreadsheets, database, mail merge, newsletter); establishing priorities, and preparing materials for Board meetings; ability to edit using correct spelling, punctuation, and grammatical usage in addition to composing, written communications, compiling and checking databases; preparing mailings for our members and scholarship applicants; knowledge of bookkeeping methods, check writing, budget, Internet and web browsing techniques; Outlook calendaring, scheduling, booking events and appointments; works well and deal tactfully and professionally with association members, students and the general public; obtains and imparts information tactfully and accurately; keeps confidential information. Representing Association events, comfortable with public speaking. Other duties as assigned.

How to Apply: Submit your resume and letter of intent to our office no later than July 15, 2017. An invitation to interview will be sent via e-mail.
Mail: P.O. Box 227186 Los Angeles, CA 90022
E-mail: office.manager@aeoe-laUSD.org

www.aeoe-laUSD.org

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