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[www.mo-case.org](http://www.mo-case.org)

## Position Description

**Working Title:** Administrative Assistant/Event Planner

### Position Description:

This is a part-time support position (30 hours per week) with the Missouri Council of Administrators of Special Education (MO-CASE). The employee will provide support for the administrative work of the Board of Directors and represent the association to vendors and suppliers of convention and professional development services required by MO-CASE. This position reports to the Executive Director.

### Examples of Work Performed:

1. Maintain the MO-CASE website.
2. Disseminate MO-CASE communications to the Board and membership.
3. Assemble and disseminate quarterly newsletter.
4. Assist with organization and planning of conferences/events sponsored by the organization.
5. Design, implement and summarize conference evaluations.
6. Provide logistical support necessary for Board meetings and other organizational activities.
7. Receive, direct and/or respond to correspondence received by MO-CASE.
8. Manage web-based conference and webinar platforms.
9. Complete basic accounting/financial functions. (reconciling accounts monthly, making deposits, paying bills, collecting overdue payments, etc).
10. Coordinate with vendors and suppliers.
11. Work collaboratively with the Executive Director and Board to ensure timely completion of MO-CASE duties and activities.

### Qualifications:

1. Undergraduate degree preferred in a relevant area such as organizational communication, public administration, special education.
2. Minimum of five years successful work experience in a related field.
3. Experience with Microsoft Office (Excel, Word, Outlook, etc.).
4. Experience navigating various software systems and managing website.
5. Demonstrated ability to communicate effectively; both orally and in writing.
6. Demonstrated problem solving skills and mature judgement.
7. Ability to work independently, manage time and multiple projects to meet deadlines.
8. Competent keyboarding and aptitude for financial tasks.
9. Demonstrated sensitivity to the needs of students with disabilities, their parents and families.
10. Strong interpersonal and leadership skills to work with diverse constituencies.

Compensation - \$18.00 - \$22.00 per hour depending upon qualifications.

Submit resume, cover letter, writing examples, list of events/conferences planned, and three reference letters to:

Gayle Willey

Executive Director, MO-CASE

[gayle.willey@mo-case.org](mailto:gayle.willey@mo-case.org)