



Position Vacancy Announcement

Executive Assistant
Applications Due December 20th

Essential Responsibilities

- **Support and Scheduling:** Provide comprehensive support to the Executive Director and the Professional Learning Team, managing day-to-day operations and extensive scheduling of in-person and online meetings.
- **Communication:** Maintain excellent relationships with COSA members, board members, and other constituent groups. Prepare and manage correspondence to various groups as needed.
- **Administrative Duties:** Manage calendars, appointments, and travel arrangements for Cabinet members. Assist in maintaining COSA's governance documents and operational procedures. General reception duties, occasional overnight travel to conference locations throughout Oregon.
- **Team Collaboration:** Foster a respectful and inclusive work environment, support team goals, and participate in staff meetings and training.

Qualifications

- **Experience:** 3-5 years in a similar role with experience in event management, administrative support, or project management. Previous experience working with boards or executive level leadership is preferred.
- **Skills:** Proficiency in Microsoft Office Suite, Google Suite and Zoom. Strong organizational, planning, and communication skills.
- **Attributes:** Ability to work independently, maintain confidentiality, and manage multiple priorities. Demonstrated commitment to equity.

Current COSA Executive Team

- Dr. Krista Parent, *Executive Director*
- Morgan Allen- *Deputy Executive Director*
- Parasa Chanramy, Carmen Gelman, *Senior Directors*
- Cate Study, *Chief of Staff*
- Dr. Raeshelle Meyer, Dr. Candace Pelt-Perez, Dr. Chris Parra, *Directors*

Timeline and Application Procedures

Application Deadline: December 20

Application Screening: January 3

Interviews: January 13-17

Begin Employment: February 1

Application Instructions:

Application materials should include:

- A letter of interest explaining how the candidate's qualifications and experience prepares them for the position
- A current resume, including references
- At least 1 current letter of recommendation

All materials will be treated confidentially. References will be checked when finalists are Identified.

Email application materials and any questions to Cate Study at cate@cosa.k12.or.us

The Coalition of Oregon School Administrators provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, gender identity, age, marital status, or handicap in accordance with Title VI and VIII of the Civil Rights Act of 1964, Title I of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Oregon State Laws against discrimination.



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About the Organization

A professional organization made up of nearly 3,000 Oregon school administrators, the Coalition of Oregon School Administrators (COSA) serves as the umbrella organization for four school administrator associations: Oregon Association of Central Office Administrators (OACOA), Oregon Association of School Executives (OASE - superintendents), Oregon Association of Secondary School Administrators (OSSA), and Oregon Elementary School Principals Association (OESPA). In addition to the four associations, the COSA Equity Board provides ongoing leadership and counsel on all aspects of COSA's work. Together, the leadership of the Equity Board and four associations make up the COSA Board of Directors.

COSA is a coalition of K-12 education leaders committed to equity and to the success of every member and every Oregon student. We embrace and affirm the identity of each COSA member inclusive of race, ethnicity, mobility, language, marital status, gender, sexual orientation, gender identity, disability and religion. COSA listens to our members and knows that each member matters.

The Coalition's budget reflects a strong investment in professional learning for school administrators and their teams; in government relations, policy and advocacy work; in administrative licensure and advanced degree programs; and in member support and services.

COSA was founded in 1974 and works in close partnership with a number of other education associations. The Coalition's offices are in Salem, the state capital of Oregon. The COSA staff currently consists of 15 employees.

Why COSA?

Join a dedicated team that values collaboration, professional growth, and making a difference in the educational community. If you are organized, proactive, and passionate about supporting educational leaders, we encourage you to apply!

About the Position

As the Executive Assistant, you will be a key player in organizing and managing professional learning events and initiatives. You'll work closely with the Executive Director, the Professional Learning Team and the Legislative Advocacy Team to ensure smooth execution of events and maintain strong relationships with members and constituents. This role demands a proactive and organized individual who can handle complex tasks with confidentiality and independence.

Terms of Employment

- Full time employment
- Salary range = \$61, 956- \$73, 979
- Generous benefit package including:
 - retirement
 - medical/dental/vision insurance
 - sick leave and vacation
- Must be willing to work in the COSA office in Salem and occasionally travel to a conference location.