

NNRPDP POSITION ANNOUNCEMENT



Position

Office Manager-Executive Assistant | 186 day contract (4-day schedule)
NNRPDP Main Office | 1290 Burns Road | Elko, Nevada

Start Date

April or May 2025

Minimum Qualifications

- Strong proficiency in financial reporting, record-keeping, budget management, expense tracking, and the use of office technology/software.
- Excellent organizational skills with keen attention to detail.
- Ability to multi-task and manage competing priorities effectively.
- Strong written and verbal communication skills.
- Experience managing and coordinating event logistics.
- Ability to work independently and collaboratively in a team environment.
- Problem-solving skills and the ability to handle random technical issues.
- Eagerness to learn and grow professionally.

Preferred Qualifications

- 1-3 years of experience in office management, administrative coordination, or financial management.
- Proficiency in navigating and using financial software/systems.
- Proficiency in Microsoft Office Suite and Google Workspace.

Salary

Salary is equivalent to your current experience and education according to the classified salary schedule for the designated fiscal agent, Elko County School District.

Application Requirements

- Completed application
- Letter of interest
- Resume or CV
- Three professional references that include name, email, and phone number

How to Apply

Apply at nnrpd.com or use the link at the end of this document.

Questions? Please contact Annie Hicks: ahicks@ecsdnv.net | (775) 753-3879

Application Deadline

Applications submitted by April 8, 2025 will be considered for interviews to be held on April 11, 2025 in Elko.

OFFICE MANAGER-EXECUTIVE ASSISTANT **JOB DESCRIPTION**

The NNRPDP Office Manager-Executive Assistant plays a critical role in the financial, operational, and administrative functions of the organization. This position ensures smooth day-to-day operations by handling financial reporting, event logistics, office management, and record-keeping. The Office Manager-Executive Assistant will work closely with the program director, professional learning leaders, and external stakeholders to support the mission of professional development across the service area of the organization. The NNRPDP Office Manager-Executive Assistant reports to the NNRPDP Program Director. Learn more about the organization at www.nnrpdp.com.

- This is a full-time position.
- Typical schedule is Monday through Thursday, 10-hour workdays; start and end time will be determined in coordination with the Program Director.
- Physical demands include lifting and setting up equipment, making supply runs, and maintaining training spaces.
- This position description outlines the broad duties and responsibilities expected of the Office Manager-Executive Assistant and is subject to change based on the needs of the organization.

Overall Key Responsibilities of the Office Manager-Executive Assistant:

- Track, process, and submit weekly, monthly, and annual budget reports.
- Coordinate purchases and payments, including: entering requisitions, printing purchase orders, creating contracts for vendors and consultants, and submitting documentation/records to the fiscal agent.
- Maintain records and data tracking of all professional development sessions, participants, evaluation forms submitted by participants, and professional learning hours accrued by participants.
- Preserve participant confidentiality and ensure receipt of participants' Certificates of Professional Learning.
- Coordinate and assist Professional Learning Leaders with professional learning activities/events through set-up/tear-down, preparation of materials, and purchase of refreshment items.
- Coordinate the use of the professional learning presentation spaces by external stakeholders and oversee loans/returns for the NNRPDP Professional Learning Library books/materials.
- Maintain organizational records as required by the fiscal agent and state department of education.
- Oversee the organization website, learning platform, and distribution of professional learning opportunities.
- Prepare, in coordination with the Program Director, the Annual Report as required by Nevada statute.

[CLICK HERE TO SUBMIT AN APPLICATION](#)