

## Program Associate

The School Safety Team with Nebraska Department of Education (NDE) is seeking a part-time contracted Program Associate position through September 30, 2023. The position will work remotely 20 hours a week. The hours will occur Monday through Friday between 9 a.m. and 4 p.m. The pay scale (\$15 to \$20 an hour) for this position will be dependent upon knowledge, qualifications, experience.

The person in this position will establish and maintain positive working relationships with schools, and other internal and external stakeholders with NDE.

Job functions include but are not limited to:

- Coordinates logistics for meetings and trainings including registration, travel, time, lodging, food, and follow up evaluations.
- Generates, processes, and routes contracts and reimbursement documents and processes invoices.
- Performs administrative duties and accounting work including preparing, maintaining, and processing financial records and documents, and accounts receivable and payable in the State of Nebraska accounting system.
- Collaborates with other Office Associates to conduct clerical functions and processes in support of the department.
- Assist the Safety Team Instructor(s) in Virtual/Zoom/TEAMS.
- Knowledge of grant guidelines, rules, and regulations.
- Scheduling concepts and techniques required for arranging meetings, lodging, and transportation reservations.
- Basic accounting and record keeping principles and best practices.
- Formats used in written business communications.
- English grammar, spelling, and composition needed for correspondence.

The ideal person is a self-motivated, proficient in computer systems, and a team partner with internal and external personnel.