

Nebraska Academy of Sciences: Executive Secretary Position Description (30 hrs week)

General Description of Organization and Overview of Responsibilities. The Nebraska Academy of Sciences, Inc. (NAS) is a non-profit organization with an executive committee elected annually by its membership. NAS serves as an umbrella organization for Nebraska scientists, science teachers and educators, and youth. At this time, the NAS is comprised of over 800 members. NAS is an affiliate of the American Association for the Advancement of Science (AAAS) and a member of the National Association of Academies of Science (NAAS). It also affiliates with the Nebraska Junior Academy of Science (NJAS, Junior Academy). The Nebraska Association of Teachers of Science (NATS) is a division within the academy. Executive Secretary reports to the President of NAS and works closely with the NAS Treasurer and members of the NAS Executive Committee.

Executive Secretary is responsible for the daily operations of the Nebraska Academy of Sciences and the primary duties are to manage the business operations of NAS (including NATS), support event planning and execution of the annual NAS spring conference and the annual NATS fall conferences, and help produce and disseminate membership communications through a combination of web and print.

In 2016, NJAS became an independent 501c3 from NAS with its own board of directors. To enable good communication between NAS and NJAS, the President of NJAS continues to serve on the Executive Committee of NAS. Functions still supported by NAS and its Executive Secretary include event support for the annual Science Olympiad and associated mailings. NJAS is responsible for its own finances and membership roster. This relationship is in a period of transition.

The office for the position will be housed in University of Nebraska State Museum on the UNL campus.

More details for these four primary areas of responsibility are detailed here:

Business operations (60%)

1. Accounting responsibilities – book-keeping (QuickBooks is the current software), preparing invoices, depositing checks, bill payment, reconciliation of bank statements, preparation of tax documents.
2. Management of grants and support for committees that review scholarship and grant applications for high school awards (NATS, NJAS) and college research grants (NAS), and the Public Information and Education (PIE) mini-grant program. As grant administrator of the PIE program, additional reporting requirements need to be met with the Nebraska Environmental Trust.
3. Membership – sends out renewals to lapsed members, keeps databases updated, responds to members' inquiries in a timely way. Assists the Executive Committee with member recruitment.

4. Provides guidance to the Executive Committee on business best practices and reports on investments.
5. Works with Treasurer to prepare an annual budget for the Executive Committee and prepares quarterly updates for the Executive Committee's review.

Event Planning and Execution (25%)

1. Organize and support the NAS annual scientific conference (typically in April) in collaboration with the President of NAS, the Program-Section Committee and Local Arrangements Committee Members. Duties include web-publishing a call for abstracts, production of the program book (with abstracts), arranging for food/beverage service, providing name tags, and collecting registrations on-site.
2. Support the NATS annual educators conference (typically in September) in collaboration with the President of NATS, the Program and Local Arrangements Committee Members. Duties include web-publishing a call for presentation proposals, website updates of presentations, programs, any printed matter deemed necessary by the NATS board, food/beverage service, providing name tags, vendor management, collecting registrations on-site and invoicing schools and individuals.
3. Support the NJAS annual state science competition for high school and junior high students in collaboration with the President of NJAS. Duties only include managing registration financials.
4. Support the State Science Olympiad as requested. Manage financials, collect registrations.

Communications and Executive Committee Support (10%)

1. Executive Committee meetings are quarterly. Executive Committee members are located across Nebraska and these meetings need teleconferencing support (Zoom, GoToMeeting or other). Duties include: preparation and distribution of agenda and supplemental materials in collaboration with the President, Treasurer and other Executive Committee members (as needed), attending the meeting, taking meeting minutes when the secretary is absent, and managing NAS archival records.
2. Web communications – maintain the website, distribute the quarterly newsletter electronically in collaboration with the NAS, NATS and NJAS presidents.
3. Publicize grant opportunities and award opportunities in a timely manner and in accordance with any guidelines provided by Nebraska Environmental Trust

Other duties (5%)

The Executive Secretary may also be asked to help with other miscellaneous duties including the archiving of historical data and information.

NAS seeks to attract and retain a high performing individual to work in an environment where the employee's and member differences are respected and valued to better meet the varying

needs of the diverse populations we serve. NAS fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation. See:

https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf