



Job Opportunity: Executive Assistant (Part-Time, Remote)

AZ Coalition of School Board Members | www.azcoalition.org

We are three mission-driven organizations—AZ Coalition of School Board Members (501c3), Friends of the Coalition (501c4), and Students First Coalition (PAC)—dedicated to promoting excellence in education, defending parental rights, and electing reform-minded leaders.

Location: Remote

Hours: Average 5-10 hours/week. Flexible — focused on quality and output, not a set schedule. Hours ramp up during the legislative session (December–June) and in election years.

Compensation: \$5,000-10,000 annually. Ideal for someone passionate about education policy, grassroots engagement, and legislative strategy.

This role is a great fit for a retiree, stay-at-home parent, or someone looking to supplement their income while supporting a meaningful mission in education and public policy. The position has the opportunity to take on additional responsibilities and receive a commensurate increase in salary over time.

Responsibilities:

Legislative & Policy (C3) – (February – June)

- Track education-related legislation and committee hearings (via Clarus, standing committees, COW).
- Coordinate member alerts and legislative calls-to-action.
- Organize meetings with lawmakers on relevant bills.

Virtual & In-Person Trainings

- Plan monthly Zoom trainings: coordinate speakers, build calendar invites, promote events, post replays.
- Help execute February's Winter Training forum: agenda, logistics, speaker outreach, materials.
- Drive engagement and logistics for the annual Excellence in Education Awards.

Member Support

- Respond to school board member inquiries and help problem-solve issues or policy questions.

Operations & Communications

- Maintain accurate income/expense spreadsheets for tax prep (May deadline).
 - Deposit checks and check the Queen Creek UPS mailbox every 2 weeks (phone-in option available).
- Represent the Coalition at external meetings and events hosted by partners.

Political Advocacy (C4)

- Assist with boot camp planning and candidate recruitment in key districts.
- Support campaign communications: mailers, social media, and event coordination.

PAC Responsibilities (2026 Onward)

- Assist with PAC-focused communications and outreach.

Annual Time Commitment Breakdown

- Legislative Tracking: 170 hrs/year
- Event Coordination: 120 hrs/year
- Member Communications & Support: 100 hrs/year
- Miscellaneous: 50 hrs/year

Ideal Candidate:

- Self-starter mentality with a proactive approach to tasks and communication
- Ability to take initiative, think critically, and solve problems independently
- Comfortable working independently and remotely
- Passion for education reform and political impact
- Professional communication and writing abilities
- Strong organizational and time-management skills
- Willingness to grow with the role, with the opportunity to take on additional responsibilities and receive a commensurate increase in salary over time

To Apply:

If you're energized by the idea of defending local control, supporting school board members, and shaping education policy across Arizona, we want to hear from you! Please send your resume and a brief statement of interest to info@azcoalition.org with the subject line **"Executive Assistant Application – [Your Name]"**.