



P.O. Box 780 ~ 201 West Lee Street ~ Brooklet, GA 30415 ~ [www.fdressa.org](http://www.fdressa.org) ~ 912-842-5000

**~ POSITION ANNOUNCEMENT ~**

**JOB TITLE:** SECRETARY  
**VACANCIES:** Full-Time Position  
**POSTING DATE:** June 4, 2019  
**APPLICATION DEADLINE:** Open until filled  
**START DATE:** July 1, 2019

**RESPONSIBILITIES:**

First District RESA is seeking a highly motivated, task-oriented individual who has experience working with the public and/or the educational environment. Excellent people skills, fluency in technology, and a history of excellent attendance/work ethics are a must. Responsibilities include screening calls, managing calendars, supervising travel documentation, meeting and event arrangements, preparing reports, documents, and consultant resources used in trainings, facilitating training events, and fostering and maintaining effective relationships with local school districts and other education entities.

**QUALIFICATIONS:**

- Proven ability to plan, organize, and prioritize tasks
- Proven ability to use discretion with confidential information
- Proven ability to accurately compile reports
- Proven ability to work with limited supervision and use independent judgement, including the ability to problem solve and provide viable options and solutions
- Proven ability in all forms of verbal and written communication

**SALARY:**

Competitive salary based on education level and years of experience. Benefits package included.

**TO APPLY:**

Submit letter of intent, a current resume and three (3) letters of recommendation to:

Sandi Thompson, [sthompson@fdressa.org](mailto:sthompson@fdressa.org), fax: 912-842-5848

Questions regarding this position may be directed to Mr. Richard Smith at [rsmith@fdressa.org](mailto:rsmith@fdressa.org).

*First District RESA requires a criminal background check on all employees. An acceptable fingerprint record is required. (O.C.G.A. 20-2-211) First District RESA does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability.*