

**Program or Center:** Affiliates and Advocacy  
**POSITION TITLE:** Assistant in Center for Affiliates and Advocacy (CAA)  
**BARGAINING UNIT:** MSEASO, Scale B, non-exempt  
**REPORTS TO:** Manager for Affiliates and Advocacy

**JOB SUMMARY:** The Assistant supports the management team in CAA with performing a variety of administrative tasks related to the preparation of materials for committee meetings, conferences, and trainings, and other event logistics. The position responds to inquiries from local leaders, members, and staff regarding program activities, and has responsibility for the collection and reporting of data.

**DUTIES & RESPONSIBILITIES:**

- Compiles, types, files, and distributes letters, reports and other documents.
- Composes routine correspondence.
- Researches and responds to inquiries from staff and members in a professional and timely manner.
- Provides scheduling/logistics, prepares, and assembles materials, and mailings for meetings, conferences, and trainings.
- Manages and responds to CAA telephone calls with other CAA associates and delivers timely messages to staff.
- Provides timely and appropriate responses to member and local leader inquiries.
- Learns the MSEA organizational structure and associated programs to ensure timely and appropriate response to members and local leaders.
- Provides administrative support for special projects.
- Design online registration forms and manage the online registration process for conferences and trainings utilizing specialized software.
- Prepares widely varied materials for pre- and post-conferences and trainings utilizing Excel, Word, PowerPoint, and Publisher.
- Organizes materials for committee meetings, including the conferences/trainings assigned to a committee, for staff liaisons.
- Greets visitors entering the Center for Affiliates and Advocacy.
- Works weekends and evenings with travel to offsite locations, with occasional overnights, required.
- Provides support to the MSEA reception desk as required.
- Organizes data into appropriate formats in Excel for the research department.
- Creates statistical reports regarding evaluation of conferences in a PowerPoint format that is shared with staff, committees, and governance.

- Creates billing for the Summer Leadership Conference for locals.
- Creates statistical reports regarding evaluation of conferences in a PowerPoint format that is shared with staff, committees, and governance.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

- Associates degree or high school diploma.
- Five years of experience with conference and training planning or logistics.
- Keyboarding skills - 50 wpm.
- Possess effective written communication skills to prepare various documents, reports, statistical reports, financial documents, and advertising materials for events.
- Ability to verbally communicate effectively and demonstrate a positive attitude while working with MSEA employees, leaders and members, local affiliates, and other organizations.
- Strong skills with Microsoft Office Suite: Word, Excel, Publisher, and PowerPoint; and ability to operate standard office equipment.
- Knowledge and/or experience with editing and proofreading correspondence, statistical reports, financial documents, flyers, and other documents.
- Knowledge and/or experience in scheduling/logistics, material preparation, and mailings for meetings, conferences, and trainings.
- Ability to prioritize workload while working independently or within a team and support multiple projects and staff with minimal follow up and supervision.
- Ability to research issues on the internet.
- Ability to perform basic mathematical calculations using percentages and fractions; and
- Has or can obtain and maintain a driver's license in the State of Maryland.

***MSEA is an EQUAL OPPORTUNITY EMPLOYER.***

Date of Employment: As soon as possible

**Deadline:** March 22, 2021

**All Correspondence Should Be Sent to:**

Email address: [careers@mseanea.org](mailto:careers@mseanea.org)

Mail address Bernadette Joe Maddox, Human Resources

Maryland State Education Association,

140 Main St., Annapolis, MD 21401-2020