



### **Assistant in the Executive Office/Governance**

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 76,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

**JOB SUMMARY:** The assistant position supports the executive assistant in performing a variety of administrative tasks related to governance operations, for the MSEA president and vice president. Some late evenings, weekends and overnight work may be required. This is a non-exempt/hourly position subject to the collective bargaining agreement between MSEA and the Maryland State Education Association Staff Organization.

#### **RESPONSIBILITIES:**

- Compiles, types, files, and distributes letters, reports, and other routine correspondence.
- Assists with handling logistics for governance and MSEA staff meetings, local presidents' meetings, conferences, committees, trainings, and other association events.
- Compiles, reproduces, and distributes materials for conferences, local presidents' meetings, committees, meetings, RAs, trainings, and other association events.
- Assists with handling all arrangements (lodging, meals, materials, registration, etc.) for the MSEA monthly board of directors' meetings, annual retreat, joint governance staff and all staff meetings.
- Assists with making travel arrangements for MSEA officers and other association members when needed.
- Provides routine support to the vice president such as preparing activity reports, maintaining his/her calendar, and assisting with committees.
- Assists with the preparation of the bi-annual affirmative action report.
- Coordinates orientation for new board member onboarding.
- Collects manager reports, reviews format, and proofreads before distributing.
- Takes meeting minutes and provide a summary.
- Maintains electronic filing system.
- Assists with member release time requests.
- Assists with ordering and distribution of awards.
- Communicates and tracks directory updates.
- Participates in the rotation for coverage of the front desk switchboard.
- Performs other duties as assigned.



## QUALIFICATIONS:

- Minimum of high school diploma or equivalent.
- Minimum of two years' experience providing administrative support to management.
- Ability to deal effectively with external and internal constituencies.
- Ability to operate standard office equipment.
- Microsoft Office Suite experience (Excel, Word, Power Point, Access).
- Knowledge of English grammar enough to ensure accurate correspondence and memoranda.
- Ability to draft correspondence and prepare reports independently.
- Ability to perform basic mathematical calculations.
- Ability to carry out recurring assignments independently with minimal instructions and follow-up.
- Ability to prioritize and to respond using reasonable judgment.
- Ability to work independently and in a team environment.
- Willingness and ability to work some late evenings, weekends, and overnight as required.
- Has a valid US driver's license that complies with the state of Maryland.

## Compensation

Starting pay: \$43,813 accompanied by a generous benefits package  
Date of Employment: As soon as possible  
Submission deadline: Open until filled  
Email address: [careers@mseanea.org](mailto:careers@mseanea.org)

Interested applicants should submit a resume, cover letter and employment application to the MSEA Careers website. Applications can be found on the [marylandeducators.org](http://marylandeducators.org) website. All applications must be typed.

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

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.