



### **Assistant in the Center for Education Policy and Practice**

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 75,000 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 assistant executive director by performing a variety of administrative tasks related to committee work, events, training, and research in the areas of education policy and organizational development. Some late evenings, weekends, and travel to offsite locations with occasional overnights may be required.

#### **RESPONSIBILITIES:**

- Compose routine correspondence; compile, type, file, and distribute letters, reports and other general documents including statistical and financial documents.
- Organize files and maintain materials/correspondence for committee meetings, events, trainings, learning management system, and staff leads.
- Provide scheduling/logistics, prepare and assemble materials for mailings, meetings, conferences, trainings and a learning management system.
- Prepare widely varied materials for pre- and post-conferences and trainings utilizing Excel, Word, PowerPoint, Publisher, Canva, and Survey Monkey.
- Design online registration forms; monitor and manage the online registration process for conferences and trainings utilizing specialized software.
- Organize, prioritize, and professionally execute multiple projects simultaneously, with attention to detail.
- Track and compile information from meetings in various databases.
- Create statistical reports for evaluation of conferences in a PowerPoint format that is shared with staff, committees, governance, and the executive office.
- Manage schedules and calendars of internal committee/meeting participants and external constituents.
- Coordinate with other departments on correspondence, calendars, and events.
- Maintain electronic filing system.
- Manage and respond to CEPP telephone calls and monitor emails daily, or more as needed.
- Manage timely and appropriate responses to inquiries from local leaders, members, and staff.
- Collects manager reports, reviews format, and proofreads before distributing and/or filing.



- Proofread and edit documents for CEPP staff in a timely manner.
- Creates billing report for CEPP training events and tracks grant expenditures on Excel as needed.
- Provide administrative support for special projects within CEPP, and for other centers and departments as needed.
- Provides support to the MSEA reception desk as required.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Associate's degree preferred; minimum of a high school diploma.
- Three years of experience with conference and training planning or logistics.
- Administrative support experience in a political environment or education environment preferred.
- Effective written and verbal communication skills.
- Strong skills with Microsoft Office Suite: Word, Excel, and PowerPoint; and ability to operate standard office equipment.
- Keyboarding skills - 50 wpm.
- Experience editing and proofreading internal and external documents.
- Demonstrate effective time management skills in delivering professional products when due.
- Ability to prioritize workload while working independently or within a team and support multiple projects and staff with minimal follow-up and supervision.
- Experience in researching issues on the internet.
- Flexible and adaptable to working in a fast-paced environment.
- Ability and willingness to periodically engage in travel and work extended hours.
- Has a valid US driver's license that complies with the state of Maryland.

**DESIRABLE (NOT REQUIRED):**

- Broad understanding of Moodle, open-source learning platform or Learning Management Systems (LMS).
- Experience with technical writing and APA citation.
- Experience working in an association, membership-based environment, union environment or government agency.



### 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.