



Assistant, Center for Organizing and Advocacy - Maryland State Education Association (MSEA)

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 supports the management team in COA 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.

RESPONSIBILITIES:

- Compile, type, files, and distribute letters, reports and other documents.
- Compose routine correspondence.
- Research and respond to inquiries from staff and members in a professional and timely manner.
- Provide scheduling/logistics, prepare, and assemble materials, and mailings for meetings, conferences and trainings.
- Manage and respond to COA telephone calls with other COA associates and deliver timely messages to staff.
- Provide timely and appropriate responses to member and local leader inquiries.
- Learn the MSEA organizational structure and associated programs to ensure timely and appropriate response to members and local leaders.
- Provide administrative support for special projects.
- Design online registration forms and manage the online registration process for conferences and trainings utilizing specialized software.
- Prepare widely varied materials for pre- and post-conferences and trainings utilizing Excel, Word, PowerPoint, and Publisher.
- Organize materials for committee meetings, including the conferences/trainings assigned to a committee, for staff liaisons.
- Maintain records related to ongoing data collection, updating, and tracking for reports created by COA related to the MSEA strategic plan.
- Greet visitors entering the Center for Organizing and Advocacy.



- Work weekends and evenings with travel to offsite locations, with occasional overnights required.
- Provide support to the MSEA reception desk as required.
- Organize data into appropriate formats in Excel
- Create statistical reports regarding evaluation of conferences in a PowerPoint format that is shared with staff, committees, and governance.
- Create billing for the Summer Leadership Conference and other conferences for locals.
- Perform other duties as assigned.

QUALIFICATIONS:

- Associates degree preferred; high school diploma required.
- Five years of experience with conference and training planning or logistics.
- Keyboarding skills of 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 a valid US driver's license in the state of Maryland.



Compensation

Salary Range: The salary for this position is from \$45,785-\$62,538 and is linked to the FY 2023-2024 collective bargaining agreement pay scale.

Date of Employment: As soon as possible

Submission deadline: Open until filled

Email address: careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the email address above. Applications can be found on the MSEA Careers website at marylandeducators.org. 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.