Assistant – Center for Public Affairs

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: This Assistant position in the Center for Public Affairs supports many programs and areas critical to the success of the Communications Department and MSEA’s public- and member-facing programs and events. This position provides editorial support and proofreading for all MSEA communications; maintains and updates our website and web properties; prepares and supports the creation of graphics, flyers, photos, and video; plays an important role in supporting MSEA representative assemblies, Educator Appreciation Day, and other events; and more. The work is fun, engaging, and varied and the person in this position will have the ability to expand their knowledge and familiarity with a wide range of communications and event planning tactics and skills. The position requires creativity, attention to detail, and the confidence and ability to work with efficiency, accuracy, and flexibility under tight deadlines.

RESPONSIBILITIES:

• Support of all facets of MSEA event planning, including substantial administrative support for MSEA Representative Assemblies, Educator Appreciation Day, and press and public relations events such as Read Across America, as well as broader assistance for MSEA events to follow standardized systems, protocols, and data tracking procedures.

• Provide copywriting, fact-checking, research and editing support, and graphic assistance in an accurate and timely manner for MSEA events, websites, and communications properties.

• Proofread materials for MSEA members and the general public prior to publication.

• Help maintain, update, and migrate websites and digital publications and tools.

• Assist in the production and cataloging of digital media projects and files.

• Provide general administrative support to the Communications Department and Center for Public Affairs, including financial tracking, data entry and cleansing, mailing, and materials ordering, and more.
QUALIFICATIONS:

- Associate’s degree preferred; high school diploma or equivalent required;
- Experience assisting with event planning, logistics, and preparation;
- Experience with or solid knowledge of proofreading, desktop publishing, and grammatical principles;
- Experience updating websites and/or online content and general digital fluency and ability to learn new programs and systems;
- Enthusiasm for event planning and communications goals and tactics and a willingness to learn and contribute your creativity and ideas;
- High degree of organization and ability to juggle multiple projects while working with different people and timelines;
- Has a valid US driver’s license that complies with the state of Maryland.

Compensation

Salary: 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 downloaded from the MSEA 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.