



Assistant in Governance

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 position supports the executive assistant in performing a variety of administrative tasks related to governance operations, for the MSEA president, vice president, and executive director. Some late evenings, weekends and overnight work may be required.

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, the NEA RA, and other association events.
- Compiles, reproduces, and distributes materials for conferences, local presidents' meetings, committees, meetings, RAs, trainings and other association events.
- Assists with registration for conferences, local presidents' meetings, RAs, and other association events.
- Participates as a member of the MSEA Convention Arrangements Committee.
- 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. Completes expense reports for President and Vice President bi-monthly.
- Completes monthly credit card report and manages receipts for the Executive Director.
- Provides routine support to the vice president such as preparing activity reports, maintaining their calendar, and assisting with committees.
- Assists with the preparation of MSEA's affirmative action report.
- Coordinates orientation for new board member onboarding.
- Collects manager reports, reviews format, and proofreads before distributing.



- Compiles and maintains MSEA local officer and committee lists.
- Takes meeting minutes and provides a summary.
- Maintains electronic filing system.
- Assists with member release time requests.
- Assists with ordering and distribution of awards.
- Communicates and tracks local officer directory updates.
- 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

Salary: The starting salary range for this position is \$48,303 to \$65,977 and is linked to the 2024-2025 collective bargaining agreement.

Date of Employment: As soon as possible

Submission deadline: Open until filled

Email address: careers@mseane.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.