

Assistant to Governance

Maryland State Education Association – Annapolis, MD

About 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 more than 74,000 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/Description:

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.

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, etc.) for the MSEA monthly Board of Directors' meetings and annual retreat;
- 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;
- Take 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;
- Some late evenings, weekends and overnight work may be required;
- 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.
- Has or is able to obtain and maintain a valid US driver's license that complies with the state of Maryland.