

CENTER: Affiliates and Advocacy
POSITION TITLE: Assistant — Affiliates and Advocacy
BARGAINING UNIT: MSEASO – Level B
MANAGER: Managing Director for Affiliates and Advocacy

RESPONSIBILITIES:

- Compiles, types, files and distributes letters, reports and other documents;
- Composes routine correspondence;
- Researches and responds to inquiries from staff and members in a professional and timely manner;
- Provides scheduling/logistics, prepares and assembles materials, and mailings for meetings, conferences, and trainings;
- Manages and responds to CAA telephone calls with other CAA associates and delivers timely messages to staff;
- Provide timely and appropriate responses to member and local leader inquiries;
- Provides administrative support for special projects;
- Design online registration forms and manage the online registration process for conferences and trainings utilizing specialized software;
- Prepares widely varied materials for pre- and post-conferences and trainings utilizing Excel, Word, PowerPoint, and Publisher;
- Organizes materials for committee meetings for staff leads that support various committees;
- Greets visitors entering the Center for Affiliates and Advocacy & Center for Professional Learning;
- Works weekends and evenings with travel to offsite locations, with occasional overnights, required;
- Provides support to the MSEA reception desk as required;
- Types data into pre-developed formats in Excel for the research department;
- Creates the billing for various conferences, trainings, etc., for locals;
- Creates statistical reports for evaluation of conferences in a PowerPoint format that is shared with staff, committees, and governance;
- Performs other duties as assigned.

QUALIFICATIONS:

- Associates degree or high school diploma;
- Five years of experience with conference and training planning;
- Keyboarding skills - 50 wpm;
- Possess effective written communication skills in order 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, 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 or is able to obtain and maintain a driver's license in the State of Maryland.

Salary Range: MSEASO Level B
Date of Employment: As soon as possible
Web Address: careers@mseanea.org www.marylandeducators.org
Deadline: Open until filled
All Correspondence: Jana Rossetto-Kennedy
Maryland State Education Association
140 Main Street
Annapolis, MD 21401