

CENTER: Affiliates and Advocacy
POSITION TITLE: Assistant in Center for Affiliates and Advocacy
BARGAINING UNIT: MSEASO
MANAGER: Reports to 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;
- Provides timely and appropriate responses to member and local leader inquiries;
- Learns the MSEA organizational structure and associated programs to ensure timely and appropriate response to members and local leaders;
- 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, including the conferences/trainings assigned to a committee, for staff liaisons;
- Greets visitors entering the Center for Affiliates and Advocacy;
- Works weekends and evenings with travel to offsite locations, with occasional overnights, required;
- Provides support to the MSEA reception desk as required;
- Organizes data into appropriate formats in Excel for the research department;
- Creates statistical reports regarding evaluation of conferences in a PowerPoint format that is shared with staff, committees, and governance;
- Creates billing for the Summer Leadership Conference for locals;
- Creates statistical reports regarding 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 or logistics;
- 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 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 or can obtain and maintain a driver's license in the State of Maryland.

Deadline: Until Filled

Salary: MSEASO-Level B

All Correspondence Should Be Sent to:

Bernadette Joe Maddox

140 Main Street

Annapolis, MD 21401

careers@mseanea.org