



<b>POSITION:</b>	<b>Administrative Specialist - Executive Office</b>	<b>LOCATION:</b>	East Lansing
<b>SCHEDULE:</b>	245 Work Days	<b>SALARY RANGE:</b>	\$72,000 - \$99,000 15 paid holidays and comprehensive benefits package
<b>POSTING DATE:</b>	<b>August 15, 2023</b>	<b>DEADLINE:</b>	<b>August 29, 2023</b>

### **ABOUT MEA**

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA’s mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

### **JOB DESCRIPTION**

The Administrative Specialist is a mid-management position that reports to the Senior Executive Director. This position provides administrative support to the Senior Executive Director, MEA Officers and MEA Board of Directors. The Administrative Specialist position will work closely with the MEA Commissions, Committees and Task Forces (CCTF), governance leadership and staff at MEA. This is a highly confidential position within the MEA Executive Office.

### **QUALIFICATIONS**

#### *Required Education/Experience*

- Associate’s Degree in business administration, or related field.
- Minimum of five years of experience in event planning, research and business administration.
- Ability to maintain a high level of confidentiality.
- Possess a supportive behavior towards labor unions.
- Must reside in Michigan.

- Strong written and oral communication skills, including the ability to communicate tactfully, courteously and effectively.
- Possess a high degree of honesty, integrity and character.
- Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
- Possess strong customer service skills, including problem resolution.
- Experience in documenting meeting minutes during executive level meetings.
- Demonstrated ability to negotiate event contracts.
- Possess excellent follow-through, organizational skills and is able to multitask.
- Knowledge and experience in use of appropriate technology.

*Preferred Education/Experience*

- Experience working with a department budget.
- Experience supporting executive level leadership.
- Knowledge of the structure of MEA.

**CANDIDATE PROFILE**

The Administrative Specialist will possess the following qualities and characteristics:

- |   |                                |
|---|--------------------------------|
| ● Confidential                                      | ● Approachable                 |
| ● Authentic   | ● Knowledgeable                |
| ● Honest  | ● Great people skills          |
| ● Great listening skills                            | ● Relationship-building skills |
| ● Empathetic  | ● Strong interpersonal skills  |
| ● Respectful and inclusive in a diverse environment | ● Well-spoken                  |
| ● Problem solving skills                            | ● Positive demeanor            |
| ● Organized   | ● Highly motivated             |
| ● Ethical   | ● Reliable                     |

**RESPONSIBILITIES AND DUTIES**

Assist the MEA Officers with screening calls, reviewing mail, scheduling meetings, or drafting correspondence.

Collaborate with other Executive Office staff for the MEA Representative Assembly and the NEA Representative Assembly events, including but not limited to, site visits, documenting meeting minutes, update policies, delegate attendance, hotel reservations and review expenditures.

Maintain expense account and mileage reporting for the MEA Officers and Senior Executive Director.

Create agendas and document meeting minutes for MEA Board of Directors meetings, as well as Executive Committee meetings.

Coordinate the MEA annual calendar, working closely with the Public Affairs department.

Administer vendor contracts for facility rentals, lodgings, meals, and audio/video services. Ensure expenses are within designated budget.

Maintain the contents and archives of official department/governance documents.

Coordinate statewide and region elections for MEA Board of Directors and region delegates, including the preparation of MEA Voice submissions.

Provide support to the Building Full Capacity Locals (BFCL) program and grant funding.

Assist with the President's Academy program.

Prepare and review data reports, including but not limited to, cards, IRS forms, and elections.

Assist the MEA Officers with the Commissions, Committees and Task Forces (CCTF) program, including but not limited to, Art Acquisitions Committee, Awards Committee and Elections Committee. Maintain and track vacancies, term limits, members and elections.

Maintain and order supplies for the MEA Executive Office.

Coordinate and oversee the conference room reservation system and online elections.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

Perform other duties as assigned.

July 26, 2023

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to [jobpostings@mea.org](mailto:jobpostings@mea.org). In addition, please include an employment application, which can be found on the MEA website at [www.mea.org](http://www.mea.org).