



NOTICE OF VACANCY

M-18-24-25

POSITION:	Administrative Specialist - Center for Leadership & Learning	LOCATION:	East Lansing
SCHEDULE:	245 Workdays	SALARY RANGE:	\$73,501-101,697 15 paid holidays and comprehensive benefits package
POSTING DATE:	May 12, 2025	DEADLINE:	May 23, 2025

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 directly to the Executive Director of the Center for Leadership and Learning (CLL). This position plays a critical role in the successful operation of the division by coordinating internal activities, managing complex administrative functions, and supporting strategic initiatives.

The Administrative Specialist is responsible for ensuring the efficient execution of divisional priorities by proactively organizing workflows, monitoring project timelines, and facilitating internal and external communications. This position will provide high-level administrative support to the Executive Director of the CLL, including preparing reports, analyzing operational needs, managing confidential information, and coordinating division-wide initiatives.

QUALIFICATIONS

Required Education/Experience

- Associate's degree in business administration or a related field.

- Minimum of three years of experience in event planning or office administration.
- Possess supportive behavior towards labor unions.
- Must reside in Michigan.
- Strong written and oral communication skills, including the ability to communicate tactfully, courteously, and effectively.
- Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
- Possess strong customer service skills, including problem resolution.
- Demonstrated ability to negotiate event contracts.
- Possesses excellent follow-through, organizational skills, and is able to multitask.
- Ability to maintain confidentiality.
- Knowledge and experience in the use of appropriate technology.

Preferred Education/Experience

- Experience supporting executive-level leadership.
- Knowledge of the structure of MEA.

CANDIDATE PROFILE

The Administrative Specialist will possess the following qualities and characteristics:

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| Authentic | Confidential |
| Honest | Knowledgeable |
| 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 |
| Approachable | Reliable |

RESPONSIBILITIES AND DUTIES

- Provide high-level administrative support to the Executive Director of the CLL, including screening calls, reviewing mail, scheduling meetings, managing calendars, drafting correspondence, and preparing reports and presentations.
- Assist the Executive Director of the CLL in planning, developing, and implementing strategies, projects, and initiatives that advance the mission and vision of the Center for Leadership and Learning division.
- Develop and maintain effective working relationships with MEA staff, external stakeholders, and partners to support divisional collaboration and outreach efforts.
- Prepare and review data reports on MEA events, field activities, research initiatives, and other operational areas; analyze and present findings to inform divisional decision-making.
- Support internal staff training programs and member-facing training initiatives by coordinating logistics, managing materials, and tracking participation and feedback.
- Maintain and manage division budget documents, financial records, grant tracking, and related financial processes, ensuring accuracy and compliance with organizational policies.
- Maintain office supplies and coordinate the maintenance and service of office equipment to ensure a productive working environment.
- Serve as a key point of contact for division-wide communications, ensuring the proper flow of information between the Executive Director, internal teams, and external partners.

- As assigned, represent the Center for Leadership and Learning division on cross-functional projects, workgroups, or committees, advocating for divisional priorities and operational needs.
- Promote and support organizational efforts to build and sustain a diverse, equitable, and inclusive work environment where all employees and members can thrive.
- Perform other duties as assigned to support the goals and priorities of the division and the broader organization.

May 8, 2025

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