



**M 14-25-26**

<b>POSITION:</b>	Executive Assistant 11A– Bay City	<b>LOCATION:</b>	Bay City
<b>RESPONSIBLE TO:</b>	Saun Strobel Northern Zone Director  and  Ginger LaCross 11A Coordinating Counsel Chair  and  Ed Clements 12A Coordination Council Chair	<b>SALARY RANGE:</b>	\$23.06 per hour  Per AALOP Contract
<b>SCHEDULE:</b>	244 Workdays	Paid holidays and comprehensive benefits	
<b>POSTING DATE:</b>	December 11, 2025	<b>DEADLINE:</b>	December 18, 2025

**BASIC PERFORMANCE EXPECTATIONS:**

Work involves providing all secretarial and clerical services for professional staff employees and/or management supervisor. Work may also involve calculation of insurance rates and determining costs. An employee in this position may be responsible for all stages in the reproduction and distribution of moderately large amounts of duplicated materials. Employees work under general supervision and frequently work alone exercising considerable independence within established guidelines.

This job requires the ability to establish and maintain effective working relationships with the public, members and leaders, as well as staff and management.

**ASSIGNED DUTIES:**

Type, duplicate, collate, staple and distribute notices, agendas, minutes, press releases, and other materials.

Receive, open, and review mail; compose notes and letters; establish and keep current mailing lists; scrap books, and directories.

Order and inventory supplies.

Establish and maintain a variety of files.

Act as receptionist; place and receive telephone calls, make appointments and maintain calendars and schedules.

Process financial records, calculate insurance rates, do cost evaluations, maintain records and maintain a petty cash fund.

Keep schedules of meetings; prepare meeting rooms; send out notices and agenda for meetings; arrange for refreshments at meetings.

Use the electronic membership system to maintain membership lists, prepare dues transmittals and perform other membership processes.

Perform other job related duties as assigned from time to time.

### **MINIMUM REQUIREMENTS:**

Graduation from a standard high school or vocational school.

Experience and training which provide the following abilities, skills and knowledge:

- considerable knowledge of English spelling, punctuation, and vocabulary;
- ability to operate a personal computer and common office equipment;
- ability to perform arithmetical calculations;
- ability to communicate tactfully, courteously and effectively.

**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).