

Position Announcement – 11/15/18

**Position: Administrative Assistant
Montgomery County Association of Administrators and Principals (MCAAP)**

Location: Rockville, MD

MCAAP is the employee organization/union that represents the more than 750 administrators and supervisors within the Montgomery County Public School system (MCPS). Our members include Principals, Assistant Principals, School Business Administrators, Directors, Supervisors and other administrators, all of whom are employed by MCPS. MCAAP also serves as the professional association for our members. MCAAP is an active partner with the school system and the two other employee organizations that represent the teachers and support professionals.

MCAAP is seeking a full time Administrative Assistant to provide office and administrative support to the organization, the President, Vice President and Executive Director. This position works with internal staff, leadership, various committees of MCAAP and the membership. The successful candidate will be professional, organized, flexible, self-directed, have strong interpersonal skills and the ability to handle a wide variety of activities including confidential and sensitive matters. This position reports to the Executive Director.

Examples of Duties and Responsibilities:

- Performs varied and highly responsible, often confidential, administrative and secretarial work for president, vice president and executive director.
- Meets strict deadlines, coordinates, collects, proofreads, edits and works closely with leadership to finalize and ensure timely delivery of notices, meeting information, etc.
- Arranges appointments, maintains multiple calendars and schedules large number of one-on-one meetings for leadership, interacting regularly with members, the school system, sister organizations and other stakeholders.
- Coordinates master calendar with school system.
- Provides ongoing scheduling, email communications and general support for Chapter cabinet meetings, professional learning communities, membership meetings and board meetings.
- Provides administrative support for board meetings including preparation of meeting materials, recording and drafting meeting minutes.
- Reconciles financial-related documents including credit card statements and expense vouchers.
- Oversees daily operations of office suite including use of facility conference and training rooms and maintenance of office equipment.
- Oversees catering and room setup for all meetings including those off site.

- Serves as backup to receptionist in answering phones, greeting visitors and responding to inquiries.
- Exercises considerable initiative to resolve problems and to anticipate and respond to office administrative needs.
- Acquires and understands fundamental knowledge of union membership needs and expectations, and the roles and functions of the organization and stakeholders.

Qualifications

- Graduation from high school; Associate's or bachelor's degree preferred.
- Considerable responsible experience in an office environment. Experience in Montgomery County Public Schools preferred.
- Proficiency in Microsoft Office Suite and experience in/or strong ability to learn database software.
- Detail oriented with excellent organizational skills.
- Strong written and verbal communication and interpersonal skills.
- Demonstrated ability to work effectively in a collaborative team environment, yet independently as well.
- Ability to handle multiple tasks simultaneously.
- Knowledge of tasks and operations of a membership organization.
- Social media experience a plus.

Hours: Full-time, 40 hours per week with occasional early mornings and evenings as needed.

Compensation: \$23-\$30 per hour commensurate with qualifications and experience.

Benefits: Medical/health insurance, leave provisions including paid holidays, future retirement plan contributions.

Please submit cover letter and resume by December 1, 2018 to jrosen@mcaapmd.org