

Administrative Assistant (part-time: approx. 15 hrs/wk)

The Michigan Elementary and Middle School Principals Association (MEMSPA) is seeking an outstanding individual for the position of Administrative Assistant.

Under the direction of the associate executive director, the Administrative Assistant is responsible for support of association events and activities.

This individual will be an important member of the MEMSPA team.

Key Performance Indicators

Key performance indicators include:

- Assist with the creation, promotion, and execution of events and activities
- Assist associate executive director in creating, promoting, and executing successful association events through timely promotion; logistical execution; and member engagement.
- Continuing the excellent reputation of service to our members.
- Demonstration of a high level of personal responsibility to provide the best for our members.

Qualifications

- Associates degree in a relevant field
- Experience in professional office setting preferred
- Excellent verbal and written communication skills
- Ability to handle multiple projects under time and resource pressure
- Detail and results-oriented
- Proficient with Microsoft Office Suite and familiarity with online platforms
- Familiar with the latest advances in effective use of digital and social media for communications (ie, Facebook, Twitter, LinkedIn, Hootsuite, etc.)

Working Conditions

MEMSPA offers a modern, comfortable, professional office environment. Physical demands are minimal; they include long periods at the computer keyboard and some lifting (up to 30 lbs.). In-state travel required for conferences and workshops that may involve nights/weekends. Regular office hours are Monday through Friday, 8 am to 5 pm.

Responsibilities Overview (not a comprehensive list)

General Professional Learning Events

(under the direction of the Associate Executive Director)

- * Speaker Arrangements
- * Program Agenda Creation
- * Site Procurement & Arrangements
- * Manage Event Calendar
- * Online Event/Registration Pages
- * Registration/Invoicing
- * Publicize/market events
- * Manage Name badges & Participant Lists
- * On-site room & AV set-ups
- * Manage handout materials
- * Manage participant communications
- * Manage refreshments/meal arrangements
- * Manage SCECHs Applications & Uploads

Annual Conference

- * Assist with marketing materials
- * Assist with participant communications
- * Assist with name badges & materials
- * Assist with App Uploads, Notifications, Banners & Images
- * Assist with SCECHs Application & Uploads

General Office Duties

- * Assist with telephone inquiries
- * Assist with member requests & concerns
- * Assist other staff as needed

