

EXECUTIVE ASSISTANT

The Maryland Association of Boards of Education (MABE) is hiring a full-time Executive Assistant to the Executive Director in their Annapolis office.

Interested applicants should submit a **letter of interest**, **resume**, and **three references** to fglending@mabe.org. Position will remain open until filled. Expected start date of September 9.

Responsibilities

- Provide administrative and clerical support to the Executive Director and other senior staff as appropriate.
- Provide ongoing administrative support for the directors by managing meeting schedules and set up, expense reports, time tracking, and travel arrangements.
- Provide support for team-wide events, including the annual conference, member events, seminars, and best practice presentations.
- Complete special projects as requested by the Executive Director throughout the year.
- Provide support for recruitment efforts, scheduling and communicating with candidates for open positions across the team.
- Coordinate schedules and prepare and post documents for meetings of the Board of Directors and organizational committees.
- Prepare Board of Directors' meeting minutes.

Qualifications

- High school diploma required; associate degree desirable.
- Impeccable proofreading and editing skills.
- Proficient with Microsoft Office Suite.
- Knowledge of and experience with current office technology and systems.
- Effective oral and written communication skills.
- Outstanding organizational and research skills, excellent time management and judgment, and the ability to manage multiple tasks simultaneously.
- Ability to maintain strict confidentiality with sensitive material and communication.
- Ability to work well independently and on a team.
- At least five years of progressive administrative work experience.
- Experience with Maryland public education desirable.

Salary & Benefits

salary commensurate with experience | excellent health insurance plan | life and disability insurance | employer-provided SEP/IRA retirement plan | annual and sick leave | cost of living & merit increases expected

About MABE

The Maryland Association of Boards of Education is a private, non-profit organization dedicated to serving and supporting boards of education in Maryland. MABE's Mission is to provide members with a strong collective voice and support local school board governance through professional development, advocacy, and member services. For more information, visit www.mabe.org.

The Maryland Association of Boards of Education is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.