

## EXECUTIVE ASSISTANT

The Maryland Association of Boards of Education (MABE) is hiring a full-time Executive Assistant to report to the association's Executive Director in the association's Annapolis office. Interested applicants should submit a **letter of interest detailing why they are a great fit for this role, résumé, and three references** to [fglending@mabe.org](mailto:fglending@mabe.org) by **May 13**. This position will remain open until filled, with a target start date of mid-June.

### Responsibilities

- Provide administrative assistance and clerical support to the Executive Director and other senior staff as appropriate.
- Provide ongoing administrative support for association directors by managing meeting schedules and set up, expense reports, time tracking, travel arrangements, proofreading projects, and other duties as assigned.
- Provide active support for team-wide events, including MABE's annual conference, member events, seminars, and best practice presentations.
- Complete special projects as requested by the Executive Director throughout the year.
- Provide support for staff and superintendent 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

- At least five years of progressively responsible administrative work experience.
- High school diploma required; associate degree preferred.
- Impeccable proofreading, editing and writing skills.
- Microsoft Office Suite proficiency; knowledge of and experience with current office technology and systems.
- Effective, clear oral and written communication skills.
- Outstanding organizational and research skills, excellent time management and judgment, and the ability to smoothly manage multiple tasks simultaneously.
- Ability to maintain strict confidentiality with sensitive material and communication.
- Ability to work well independently and on a team.
- Consistently proactive, positive, problem-solving work style.
- Experience with Maryland public education desirable but not required.

### Salary & Benefits

Salary commensurate with experience. MABE offers an excellent health insurance plan, as well as life and disability insurance. We also offer an employer-provided SEP/IRA retirement plan, and paid annual and sick leave. Cost of living and merit increases are typically offered.

### 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 <https://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.*