



Executive Assistant (In-Person Position)

Job Summary:

The Prince George's County Educators' Association (PGCEA) is the union representing over 10,000 certified, non-supervisory educators in Prince George's County Public Schools (PGCPS).

PGCEA seeks a highly organized and dedicated Executive Assistant to provide comprehensive support to the President and the Executive Director. This pivotal role ensures the smooth operation of our leadership office. The ideal candidate is highly organized, detail-oriented, professional, and capable of managing multiple priorities in a fast-paced environment while maintaining confidentiality and discretion. The successful candidate will demonstrate strong organizational and communication skills, a proactive approach to problem-solving, and the ability to work collaboratively with staff, members, and external stakeholders. A strong understanding of the unique dynamics within an educational union environment is highly valued.

Qualifications:

- A high school diploma is required, and an associate or bachelor's degree in business administration, communication, or a related field is preferred.
- At least three years of experience in an administrative role, ideally within a union or educational setting.
- Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks.
- Ability to organize meetings and events, including scheduling, sending reminders, organizing necessary materials, and coordinating with vendors.
- Excellent verbal and written communication skills to effectively communicate with all levels of the organization and external stakeholders.
- Ability to work with diverse groups of people.
- Ability to prepare minutes, reports, emails, and presentations.
- Commitment to confidentiality and a high degree of discretion.
- Ability to adapt to changing environments and anticipate the needs of executive leadership.
- Proficiency in Microsoft Office Suite and experience with database management and virtual collaboration tools.
- Experience with data management and basic reporting.
- A proactive problem solver who anticipates the needs of the leadership team and acts with a high degree of autonomy.
- A Meticulous attention to detail person with a proven track record of managing complex logistics with 100% accuracy.

- Has the ability to be a strategic partner capable of seeing the big picture while ensuring every tactical detail is executed flawlessly.

Essential Job Functions:

- **Administrative Support:**
 - Manage the union president's and executive director's daily calendar, including scheduling meetings, appointments, and travel arrangements.
 - Prepare and organize meeting documents, including agendas, minutes, reports, and presentations.
 - Take ownership of projects assigned, driving them forward with minimal supervision and ensuring timely completion.
 - Provide backup support to the receptionist by assisting with front desk coverage, greeting visitors, answering phones, and responding to general inquiries in their absence.
- **Facility Support:**
 - Serve as a point of contact for building maintenance requests, repairs, and vendor coordination.
 - Serve as the primary liaison between the office manager and building personnel, fostering effective communication and timely resolution of operational concerns.
 - Coordinate and communicate building-related updates, schedules, and procedures with Office Manager.
 - Assist with office setup and logistical arrangements for meetings, trainings, and special events.
- **Communication Management:**
 - Serve as the primary point of contact for internal and external communications directed to the executive office, including handling phone calls, emails, and mail, and ensuring timely routing to the appropriate staff members.
 - Draft, edit, and distribute communications on behalf of the executive office, ensuring clarity, professionalism and appropriateness of content for diverse audiences.
- **Meeting and Event Coordination:**
 - Organize the annual Board and Staff retreat and monthly Leadership meetings, including coordinating logistics, negotiating with vendors and venues, and handling technology and meeting support.
 - Assist in organizing union events, such as conferences, workshops, and public forums, which may involve coordination with other educational or union bodies and community stakeholders.
 - Coordinate event schedules, registrations, materials, catering, travel arrangements, and on-site support to ensure successful event execution.

- Prepare and distribute meeting agendas, minutes, presentations, reports, and supporting materials for meetings and events.
- Serve as a point of contact for vendors, participants, and attendees before and during events to address logistical and operational needs.
- Document and Record Management:
 - Maintain and manage files and records with a high level of confidentiality.
 - Ensure compliance with legal and union-specific protocols in managing and archiving documents.
 - Maintain internal tracking logs.
- Member Relations:
 - Adhere to the organization's document retention policies while ensuring compliance with legal requirements and union-specific protocols for managing, maintaining, and archiving records and documents
- Software proficiency including but not limited to:
 - Microsoft Word, Excel, PowerPoint and Outlook
 - Video Conferencing to conduct meetings and events via Teams, Zoom, or other video conferencing technology.
 - Membership database systems
- Support special projects and perform additional duties as assigned.

Working Conditions: This position is based in an in-person office environment and requires monthly evening work and occasional weekend work. The position may also require local travel for meetings, conferences, trainings, and union-related events, as needed.

Physical Demands: This is largely a sedentary role; however, some lifting and setting up equipment, carrying boxes (40 pounds) and filing is required. This would require the ability to move files, open filing cabinets and bend/squat or stand as necessary.

Competitive salary and benefits:

Starting salary is commensurate with experience. Excellent benefits including health insurance, generous leave and holiday leave schedules provided. PGCEA is an equal opportunity employer, and we strongly believe our organization and our work benefit from the experiences and perspectives of a diverse staff.

Please send your resume, professional references, writing samples, and salary requirements to: Melissa Robinson, pgceahelpdesk@pgcea.org, Subject Line: Executive Assistant.