

Administrative Assistant

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 executive director, the Administrative Assistant is responsible for being the welcoming face & voice of the association at its primary place of business. This will include serving as registrar for all MEMSPA events including our two largest events – an annual conference in December serving over 400 participants and our Summer Leadership Institute in early August serving over 120 elementary and middle level educators.

The Administrative Assistant will be responsible for information and event email marketing to our members and other educational constituents and provide administrative support to the MEMSPA Foundation Board.

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

Key Performance Indicators

Key performance indicators include:

- Timely & accurate dissemination of association general and event information.
- Successful 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.). Travel required for conferences and workshops that will involve nights/weekends. Regular office hours are Monday through Friday, 8 am to 5 pm.

Responsibilities Overview (not a comprehensive list)

Primary office Receptionist

- * Direct telephone & onsite visitors
- * Answer Member Requests
- * Explain Member Benefits & Obligations
- * Troubleshoot member concerns
- * Open U.S. Mail and distribute
- * Process incoming checks
- * Database Management

Event Registrar

Annual Conference

- * Publicize/market/mailings
- * Registration/Invoicing
- * Banquet Arrangements/Program
- * OPP/NDP Program Logistics
- * Region Honors Logistics
- * Registrations & Confirmations
- * Name badges and materials
- * SCECHs Application/Process/Uploads
- * Registrants App Upload
- * App Notifications
- * App Banners/Images

Other PD

- * Online Event/Registration Pages
- * Registration/Invoicing
- * Publicize/market Events
- * Name badges & Agendas
- * On-Site Room & AV set-ups
- * Confirmations
- * Refreshments/Meal Arrangements
- * SCECHs Application/Process/Uploads

Exhibits – Assist

- * Assist w/all pre-event work
- * Admin onsite Vendor Show
- Trouble shooting

Foundation

- * Coordinate/Facilitate Board Meetings
- * Foundation Recordkeeping
- * Fundraising Coordination
- * Event/Project Facilitation

Communications

(under direction of Associate Director)

- * The Main Idea (monthly)
- * The Marshall Memo (weekly)
- * The Weekly Update (Compile, Edit & Send)
- * Legislative Update (weekly)
- * Create specialty Power Points & Collateral

Assist Executive Assistant

- * Schedule building usage
- * On-site meeting set-up
- * Assist with meeting prep work

Website

- * Loading documents
- * Updating pages
- * Event Calendar