

Missouri NEA – Administrative Assistant Position Open

Applications due on or before – August 22

Please send cover letter, resume and 3 references to deeann.aull@mnea.org

Administrative Assistant

Job Description:

Responsible for providing primary office and clerical assistance for a large membership based organization. Proficiency in the use of the Microsoft Office Suite (Word & Excel essential). Positive customer service skills. Limited bookkeeping. Data entry and report generation on company specific software will be taught and essential to success. Strong organization skills. Perform necessary routine duties, including answering the telephone, processing incoming/outgoing mail Valid driver's license required. Limited travel. Salary range listed, but can be adjusted based on education and experience.

Qualifications

Experience and Education:

Two or more years of higher education preferred however, minimum requirement of high school diploma and administrative assistant work in communication or related work may be considered. Experience and demonstration of strong editing skills, experience and proficiency in the use of the Microsoft Office Suite and Publisher or similar programs used for layout of simple flyers and forms. Experience in the use of databases to manage individual and group information, meeting registration and electronic file management. Experience and the use of social media appreciated.

Foundational Skills:

Listening, effective communicator, motivation, works well with others, creative thinker, decision making acumen, analytical skills/problem solver, flexibility/adaptability related to change, takes responsibility, well organized, demonstrates personal integrity and honesty.

Core Competencies:

Able to interpret and disseminate information. Able to prepare basic reports and use the appropriate mode of communication. Comfortable with technology and the use of standard office programs/networks with experience and proficiency in the use of the Microsoft Office Suite and databases used for membership information, on-line registration and/or data collection systems. Able to efficiently search the internet and produce reports. Familiarity with office phone systems, computers, copy machines, postage machines, UPS/Fed Ex shipping, and credit card processing. Proven skills in relationship building with colleagues and members. Meeting preparation skills. Driven to meet or exceed expectations. Proven skills in dealing with

disgruntled constituents. Appropriate telephone and email communication skills. Valid/current driver's license with some driving required.

Physical Requirements

Work based in headquarters, but will include some duties performed in the field with members and outside constituents. Irregular hours occasionally required. Some travel required. Required walking, bending and lifting up to 20 lbs for things like political or member activities, meeting table/chair/food set up, storage, meeting materials preparation, supply coordination, and computer/phone banking/projector set up.

Please send cover letter, resume and 3 references to deeann.aull@mnea.org