



Affiliated with the National Education Association

Colorado Education Association

Vacancy Announcement

Confidential Exempt Staff

Assignment: Executive Assistant to the Board of Directors

Posting Date: May 7, 2021

Closing Date: May 21, 2021

The Colorado Education Association is the largest union of educators in the state with more than 38,000 K-12 teachers, higher ed faculty, and education support professionals, as well as students preparing to become teachers, and retired educators. Our mission is to work collectively to provide the best public education for every student.

The Colorado Education Association is seeking qualified applicants for the Executive Assistant to the Board of Directors. The ideal candidate will be deeply committed to our mission, thrive on finding ways to overcome challenges, and enjoy working in an organization focused on elevating educator voices to win policies that improve working and learning conditions for educators and students. The role requires a high degree of confidentiality, advanced computer and administrative skills, a high level of detail orientation and the ability to manage and organize complex information. In addition to providing support to the board of directors, the selected candidate will primarily be responsible for providing daily support for our President and Vice President, as well as plan and coordinate our annual meeting of more than 600 delegates and provide overall administrative support to a dynamic and fast paced executive office.

The Colorado Education Association is an equal opportunity employer. We actively encourage people of color, women, individuals who identify as LGBTQ+, or gender non-conforming, people living with disabilities, veterans, and bilingual people to apply for open external positions at CEA. CEA is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Essential Qualifications for the Position:

- Demonstrated ability to maintain a high degree of confidentiality with sensitive personnel and organizational matters
- Demonstrated experience working with a Board of Directors including minute taking and maintaining governing documents
- Minimum 5 years' experience as administrative assistant at the executive level
- Excellent oral, written, and interpersonal communications
- Demonstrated ability to work in a team environment

- Advanced Microsoft Office skills, including Microsoft Outlook and experience with Google Suite, Zoom, OneDrive and Microsoft Teams
- Experience with CVENT and data systems preferred
- Ability to gather and organize complex information
- Experience establishing and implementing systems for records maintenance
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to plan and carry out multiple projects with shifting priorities and to meet deadlines under pressure
- Ability to interpret and negotiate contracts and interpret policy documents
- Ability to work with minimum supervision
- Self-starter who takes initiative to independently perform tasks that will assist the Officers, Executive Committee, and Board of Directors
- High awareness to detail and effective follow-through on projects and tasks
- Demonstrated use of sound professional judgment
- Ability to build and maintain effective working relationships with staff, leaders and external contacts
- Demonstrated experience with event planning or planning large meetings
- Demonstrated ability to think and act strategically
- Dedication to improving the condition of working people and strengthening the role of organized labor in society
- An understanding about issues related to systemic racism and social justice and a commitment/willingness to learn more
- Ability to travel and work long hours that include evenings and weekends
- A basic understanding of parliamentary procedure preferred
- Experience working in a labor union or non-profit environment preferred

Responsibilities:

- Provide confidential administrative support to the President and Vice President, including scheduling, screening telephone calls, preparation of monthly travel and expense reports, making travel arrangements, and writing correspondence
- Provide support in the Executive Office to management team as directed by the Executive Director
- Be proactive in supporting the President and Vice President to focus their time and attention on the highest value activities
- Develop smart scheduling systems that proactively map out travel needs and other impactful activities (meetings, calls to board members, etc.)
- Maintain, update and organize the Association's governing documents, policies and other organizational documents '
- Schedule meetings, coordinate logistics, including travel logistics for some board members
- Draft Board meeting agendas and take notes for meetings of the Board of Directors and Executive Committee
- Provide administrative support for internal committees and external coalitions as assigned by the President
- Serve as primary administrative support to the CEA Delegate Assembly at its annual meeting (600+ delegates)
- Responsible for planning and coordinating the Delegate Assembly and other large conferences and meetings
- Serve as the State Coordinator for NEA Representative Assembly (annual national membership business meeting)
- Take notes in meetings, identify action items, track progress and create and manage a system of follow up after meetings

- Create written plans for key initiatives, make a timeline of necessary activities, and track progress to date
- Draft compelling first versions of proposals, memos, etc. These start with a discussion on overall direction from President, Executive Director or designee, then EA creates the draft and final polished product after review and input
- Copy edit and proofread all written communications
- Create and maintain distribution lists in Microsoft Outlook
- Update and pull reports from CEA's membership database or CVENT as needed
- Perform other duties as assigned

Compensation and Benefits

This is an exempt, confidential position with a salary range of \$60,000 - \$75,000 based upon prior experience and qualifications. A fringe benefits package is provided including health, dental, vision, life insurance, 401(k) plan, and paid sick, personal, and vacation leave.

Application Procedure

To complete an application, please visit the CEA career opportunities website - <https://www.coloradoea.org/career-opportunities/>.

Applications must be received at CEA by May 21, 2021. The letter of interest that you will be asked to submit should be addressed to Hiring Manager at:

Colorado Education Association
1500 Grant Street
Denver, Colorado 80203