



**Georgia Association of Educators  
Job Posting**

**POSITION TITLE:** Executive Assistant to GAE Executive Director & GAE President/Meeting Planner/Governance Relations  
**DEPARTMENT:** Executive Services  
**IMMEDIATE SUPERVISOR:** Dr. Craig Carter, Executive Director  
**EMPLOYEE GROUP:** Confidential  
**LOCATION:** GAE Headquarters  
**HOURS/STATUS:** Full Time /Permanent  
**SALARY:** Negotiated  
**CLOSING DATE:** 7/6/2021, 5:00 p.m. EST

**JOB DEFINITION:**

The Executive Assistant provides executive support in a one-on-one working relationship with the Executive Director and President. The Executive Assistant:

- Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President
- Serves as liaison to the Board of Directors and Management team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects
- Must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities
- Must be able to work independently on projects, from conception to completion
- Assists GAE with membership promotion and retention
- Must maintain confidentiality on all personnel, GAE/GSO, and financial matters

**GAE Motto:** *We exist to support, protect, and strengthen those who nurture Georgia's children*

## **QUALIFICATIONS:**

- Associates's degree required; Bachelor's degree preferred.
- Proficient technological skills necessary to perform data entry, manage team calendars, and create reports.
- Strong verbal & written communication.
- Experience organizing team schedules, events, and files within system.

### **Executive/President Support**

- Completes a broad variety of administrative tasks for the Executive Director and President including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the Executive Director's and President's schedules are followed and respected.
- Serves as "gatekeeper" and plays "gateway" role for direct access to the Executive Director and President.
- Communicates directly, and on behalf of the Executive Director and President, with Board members, donors, Foundation members, and others, on matters related to Executive Director's and President's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues, and concerns addressed to the Executive Director and President, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director's and President's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with management staff.
- Works closely and effectively with the Executive Director and President to keep them well informed of upcoming commitments and responsibilities; thus, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the Executive Director and President.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters and other tasks that assist the Executive Director's ability to be effective.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

### **Board Support and Liaison**

- Serves as the President's administrative liaison to GAE's Board of Directors
- Assists board members with travel arrangements, lodging, and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*

- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings and posting board information for the general membership.
- Support GAE Secretary/Treasurer preparing necessary documents for board of directors, executive committee, and budget committee.

### **Management Liaison**

- Participates as an adjunct member of the Executive Team, including assisting in scheduling meetings and attending meetings.
- Assists in coordinating the agenda of management team meetings and off-sites, and all- staff meetings.
- Facilitates cross-divisional coordination of travel and outreach plans.
- Assist with maintenance of Human Resources and Personnel files.
- Provide support as needed to the Director of Legal Services for Constitutional and Bylaws Committee, Judicial Review Committee, and Compliance & Review Board

### **Conventions/Meeting Planning**

- Coordinate and assist in the planning and implementation of GAE Representative Assemblies, meetings, retreats, and Governance Task Forces/Committees.
- Serve as GAE State Coordinator for the NEA Representative Assembly
- Maintain communication with the NEA Headquarters and NEA State Affiliate Office regarding matters of compliance, program needs, status of projects, etc.

### **Credentials and Elections Committee Liaison**

Serve as staff liaison to the GAE Credentials and Elections Committee and coordinate the certification of delegates to the GAE Representative Assemblies, coordinate GAE elections for state officers, district directors, NEA and GAE At-Large Directors and GAE-FPE Committee members. Work with the Committee through all aspects of its functions.

*Perform other duties as assigned by the Executive Director or designee.*

To apply for the Executive Assistant to GAE Executive Director & GAE President/Meeting Planner/Governance position, send a cover letter and resume to Dr. Craig Carter at [craig.carter@gae.org](mailto:craig.carter@gae.org). Deadline to apply is Tuesday, July 6, 2021.

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