

The Maine Education Association (MEA), a professional labor organization that advocates for great public schools for all Maine students, seeks qualified applicants for a full-time Executive Administrative Assistant/Manager in the Augusta office.

Duties include providing administrative assistance to the Executive Director, the Deputy Executive Director and the daily supervision of the UniServ Assistants (field staff assistants) to facilitate delivery of a full-service program to our members.

Skills required include: strong managerial and organization skills, excellent attention to detail; strong data entry and analysis skills; superior customer service skills; advanced computer proficiency in Microsoft Word, Excel, Power-Point, Access & Outlook.

A Bachelor's degree or appropriate experience is required. MEA offers an excellent salary and fringe benefits. The deadline for applications is October 18, 2021.

Interested applicants should email letter of application, resume & three employment references to: Rachelle Johnson, MEA Executive Director.

MEA is an equal opportunity employer.

Job Type: Full-time