

Part-time Administrative Assistant- Join Our Team!

Maine Administrators of Services for Children with Disabilities (MADSEC) has an opening for a part-time administrative assistant to help manage our day to day operations and support the organization's goals.

Position Summary: The Administrative Assistant works collaboratively with the Executive Director to support the mission of MADSEC and represent its values when interacting with members and the community. MADSEC believes in, and advocates for, the right of all students to receive a free and appropriate public education. Our three main goals are to provide support to our members, deliver high impact learning opportunities for professional growth in the field of special education, and be a voice in public policy and practice which impact the quality of education for students with disabilities. This position plays an important role in achieving these goals and is a key link in supporting the efficient and effective day-to-day operations of the organization.

Purpose: To support the day-to-day operations of the small non-profit organization and promote MADSEC's mission and goals

Reports to: Executive Director

Status: Non-exempt position, 24 hours per week

This is a 24 hour per week position. There is some flexibility in scheduling and the opportunity for additional hours. The individual must have the ability to work from home in a low distraction environment with a stable internet connection. Although this position is a work-from-home position, the position requires occasional on-site hours in the main office in Augusta, Maine and other event locations for administrative organizational tasks, meetings, and professional learning events provided by MADSEC as determined by the Executive Director and/or Executive Committee.

Compensation: \$22 per hour, starting pay, with paid holiday time for Christmas, New Year's Day, and the 4th of July

Skills and Qualifications:

- Interest in and commitment to MADSEC's mission with knowledge of the functions, procedures, and purpose of the organization
- High School diploma required
- Administrative assistant experience strongly preferred, preferably at a nonprofit organization, or experience working in an educational environment
- Proficiency with documents, forms, spreadsheets, databases, and word processing, including Google Workspace, Microsoft Office, and Constant Contact or similar system
- Knowledge of records management procedures and accounting procedures, specifically QuickBooks online
- Ability to design and maintain website, such as Weebly or Google Sites

- Strong written and oral communication skills, excellent phone manner, customer service, and ability to receive, screen or admit, and give information to the public
- Detailed-oriented with strong problem solving skills
- Ability to operate and troubleshoot specialized office equipment and technology
- Ability to handle multiple tasks, projects, and priorities effectively and professionally to meet deadlines while being flexible and open to changing priorities and needs
- Availability to travel within the state and overnight stay for MADSEC events
- Ability for moderate lifting (up to 25 pounds)- may be required on an occasional basis

Key Responsibilities:

- Administrative Support
 - General administrative duties include reviewing communications, preparing documents for the Executive Director and association bearing responsibility for a high level of accuracy and timelines, managing mailings, responding to emails and phone messages, customer service, preparing reports, assistance with electronic newsletters, maintaining the organization's website, and coordinating insurance coverage for staff and the organization
 - Office management duties include ordering supplies, maintaining inventory with yearly update or upon purchase, troubleshooting office equipment and technology problems, and coordinating with outside vendors for services/repairs
 - Manage database- e.g. updating new contact information, periodic audits to ensure accuracy of the database, take the lead on all donation and membership payment processing, including data entry including checks and any online payments, and sending out acknowledgement letters
 - Maintain appropriate and effective office filing system of organizational files and documents with retrieval of requested documents, electronic and as applicable, paper
 - Maintain record systems-send out dues reminders to members, send out monthly board minutes to board members and officers, maintain organizational archives, and maintain a calendar for association events.
 - Provide support to the Executive Director, including preparing documents, review of correspondence, scheduling meetings, travel arrangements, and event coordination, including attendance and assistance at MADSEC events as requested by the Executive Director
 - Provide support to the board of directors and officers, including meeting scheduling and distribution of board materials and other tasks at the request of the Executive Director.
 - Assist with coordination of event logistics, including, but limited to: event space, meals, event brochure, registration processing, confirmation and invoicing, communication with presenters, exhibitors and other contracted participants, event material distribution, attendance lists, certificate of attendance, and post event evaluations, record keeping, and thank you correspondence.
 - Support program evaluation by entering and summarizing professional learning event feedback
 - Complete special projects and other tasks as assigned by the Executive Director

- Basic Bookkeeping/Accounting
 - Maintain an accurate accounting of all association finances, including receipts, expenditures and accounts receivable; bill paying, invoicing, and making deposits; prepares checks for the Executive Director's signature; maintains and reconciles checking and other financial account statements
 - Maintain accounting systems, i.e., Quickbooks for association finances providing monthly reports to the Executive Director and Treasurer
 - Run financial reports, completes monthly bank reconciliation under supervision of executive director, tracks income, and updates financial records
 - Prepare materials and provide assistance with annual taxes, and applicable audit; demonstrate availability to work with the auditor and implement auditor's recommendations
 - Complete filings to maintain all state charitable registration and non-profit status
 - Submit payroll and maintain communication with MainePERS for retirement rates
 - In conjunction with the Executive Director, prepare yearly association budget for presentation to the Representative Board
- Organizational Support
 - Contribute to the visibility of the organization by representing MADSEC at events.
 - Manage/maintain membership- process membership applications
 - Assist with membership development
 - Respond to association members and the public, providing or obtaining information or resolving questions or concerns
 - Support MADSEC advocacy work
 - Prospect research (donors, grants, foundations, sponsors)

This description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts, or working conditions associated with the position of Administrative Assistant for MADSEC.

Please email cover letter, resume, and at least 2 letters of recommendation, one of which must be from a current or past supervisor, to:

gmcdonald@madsec.org

MADSEC is an equal employment opportunity employer.

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2024-2025 Officers: President Lesley Snyder; President-Elect Dr. Deb Murphy; Vice President Jody Raymond; Secretary Angela Moore;
Treasurer Cheryl Mercier; Past-President Kathy Hamblen
Staff: Executive Director Gay Anne McDonald