



Boston Teachers Union

JOB DESCRIPTION

Position: Administrative Assistant

Salary: To be determined by Collective Bargaining Agreement

Location: 180 Mt. Vernon Street, Dorchester, MA 02125

Hours: Monday to Friday 9:00 AM to 5:00 PM with occasional night time and weekend work.

PRIMARY RESPONSIBILITIES: Providing administrative support to the BTU staff specifically the Political Director and Field Representatives as well as Executive Board and Committee members, anticipating needs and being self directed in an environment that can be fast paced and deadline driven.

Responsibilities

- Screen, manage and prioritize visitors and calls by providing information regarding Union policy and procedures and then connecting them with the correct field representative or union officer
- Provide general office support such as but not limited to composing and typing letters, mail merges, preparing meeting minutes; maintaining archives, answering phones, copying, faxes, sorting mail and maintaining supplies
- Maintain and coordinate schedules for assigned staff
- Maintain confidential and/or sensitive information
- Maintain membership database as needed
- Coordinate staff travel arrangements, union membership meetings, conferences, special events, workshops and manage agendas and materials for meetings
- Sort, distribute incoming mail to BTU staff; associate incoming correspondence with proper files
- Support the political education committee
- Make meeting arrangements and preparations for the organization, including preparing material packets prior to scheduled meetings;

- Maintain scheduling for multiple conference rooms as requested;
- Assist in mailroom assignments/mailings;
- Perform other duties as required to support the Boston Teachers Union and its mission.

Qualifications:

- Three to five years providing administrative office support for multiple senior level staff, plus an interest in labor unions and social activism
- Self starter with the ability to work independently with minimal supervision, extremely well organized with high attention to detail and able to multitask, problem solve and manage multiple priorities
- Experience with current computer systems, operating systems and software, including G Suite, Microsoft Office Professional suite, (Word, Excel, Access, Outlook and PowerPoint), and graphic design programs
- Ability to work effectively under pressure and deal with stress in an acceptable manner
- Excellent professional phone manner, strong written and oral communication skills
- Data analysis skills preferred
- Bilingual a plus
- Knowledge of the Massachusetts political landscape a plus
- Ability to keyboard 55-60 words per minute.

Please send resumes and cover letter directly to:

Jeanne Turner
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180 Mount Vernon Street
Boston, MA 02125
617 288 2000