



## **Boston Teachers Union**

### **JOB DESCRIPTION**

**Position:** Executive Assistant to the President and Vice President, Boston Teachers Union

**Salary:** To be determined by Collective Bargaining Agreement (*proposed starting salary ~\$80,000*)

**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. Also a rotating 8:00 AM to 4 PM rotating schedule among 4 Administrative Assistants.

### **POSITION SUMMARY:**

Providing executive-level support to the President and Vice President, anticipating needs, ensuring efficient operation of the President's office and being self directed in an environment that can be fast paced and deadline driven. This position is appointed by the President and is responsible for a broad set of assignments and responsibilities related to the duties of the President and Vice President and will represent the Boston Teachers Union, President and Vice President in a positive and professional manner to staff members, board members, members and the external community with an approach that reflects the President's priorities and BTU's mission, goals and values. The Executive Assistant demonstrates an ability to maintain confidentiality, a commitment to providing outstanding service and a determination for sustaining an overall standard of excellence for the Office of the President.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Executive Assistant has the responsibility for the coordination and scheduling of meetings, logistics, correspondence, travel, advance preparation of materials, follow-up activities related to the BTU business and coordination of all activities directly related to the President. Additional duties and responsibilities include, but are not limited to, the following:

- Prepares materials necessary for the President and Vice President to fulfill their duties, including any appearances and meetings.
- Represents the President at events, activities, meetings and to constituent groups as required.

- Assists with and manages communications between the President, staff, board members, larger membership and the external community.
- Professionally interacts with other BTU leadership.
- Maintains confidentiality of emails and communications to and from the President.
- Develops and implements processes that improve office functionality and efficiency.
- Makes independent decisions regarding planning, organizing and scheduling of work.
- Writes reports and prepares executive summaries and agendas.
- Maintains records and contact information for key external constituencies.
- Oversees and manages projects initiated by the President's office.
- Perform other duties as assigned and deemed appropriate by the President
- For the Vice President:
  - Updates grievance files in database, cloud and paper files
  - Liaison to document scanning vendor as necessary
  - Track invoices for and submit AFT Defense Fund applications
  - Assists with other projects as assigned

**General Administrative Assistant 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, organizer, staff 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 the 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
- Make meeting arrangements and preparations for the organization, including preparing material packets prior to scheduled meetings
- Create slide presentations;
- Create, modify and maintain spreadsheets;
- 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
- Research and 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:**

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