



Executive Administrative Assistant

Department: Administration
Reports to: Executive Director
Date Issued: November 10, 2022
Date Closed: Until Filled

The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) is seeking a full-time Executive Administrative Assistant to join us on beautiful Mackworth Island in Falmouth, Maine.

Primary Responsibilities

- Provides comprehensive administrative support to the Executive Director, Directors, Coordinators and staff
- Excellent organizational and time management skills
- Spearheads the organization of staff, student, family and board special activities including, but not limited to: schedule via Doodle Polls; reserve meeting space; purchase and order food; food set-up/breakdown; work with maintenance on room configuration; decorate; provide IT support; request interpreters; prepare documents
- Assists and maintains the Executive Director calendar with Zoom links when applicable
- Compiles monthly Executive Director board report including reports/photos from all departments
- Formats, proofreads, and edits letters and documents
- Works with the Executive Director to draft and finalize yearly school calendars
- Keeps organizational records and maintains a digital filing system
- Prepares and distributes materials for monthly board meetings; take notes; compile minutes; host Zoom hybrid meetings; assist with tech set up
- Designs annual reports, posters, banners, signage etc.
- Manages website updates and content development
- Processes volunteer requests
- Attendance at some evening/weekend meetings required (overtime eligible)
- Collects pertinent information to compose and place ads in newspapers for public notices
- Completes required state and federal reports accurately and in a timely manner
- Coordinates facility use requests, communicates with internal and external stakeholders, maintains all staff calendar, files proper internal requests forms for work needed
- At the direction of the Executive Director, notifies TV and radio stations, and posts on the web, when school is canceled due to inclement weather or unforeseen circumstances

Minimum Skills and Qualifications

- Minimum of three years' experience as an Administrative Assistant/Office Manager, preferably within an educational or early intervention setting
- Exercises independent judgment, flexibility, and prioritize tasks; works independently while maintaining a high level of confidentiality
- Exceptional and effective oral, written, and interpersonal communication skills
- Demonstrates a high level of discretion and judgment in dispensing information
- Strong Microsoft Office and Google Workspace skills; familiarity with Survey Monkey, Adobe Suite, and WordPress a plus
- Communicates effectively using American Sign Language or willingness to learn
- DEIA (Diversity, Equity, Inclusion and Accessibility) mindset, a willingness to engage in self-reflection around privilege, race, etc. and a willingness to enact our commitment to equity in all work
- Current CHRC (fingerprint) certificate required
- Willingness to learn American Sign Language (ASL)

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.

A competitive salary and benefits package, including medical/dental/vision insurance, tuition reimbursement, Maine Public Employees Retirement System and paid sick/personal/vacation time, is offered.

If interested in applying for this position please click the APPLY link next to the Executive Administrative Assistant listing on our Career Opportunities website page.

<https://www.mecdhh.org/professionals/career-opportunities>

We strongly encourage women, minorities, and veterans to apply to all of our job openings.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PLEASE NOTE

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.