

**Colorado Education Association**  
**Vacancy Announcement**  
**Executive Assistant to Board of Directors**

**Posting Date: February 4, 2019**

**Closing Date: February 22<sup>nd</sup>, 2019**

The Colorado Education Association (CEA), a statewide public education employee association, seeks qualified applicants for Executive Assistant to the President and Vice President in its headquarters office in Denver, Colorado. The selected individual will work in the Executive Office to assist the State Officers.

The Colorado Education Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**Essential Qualifications**

- Ability to maintain a high degree of confidentiality on sensitive personnel and organizational matters
- Experience working with a Board of Directors
- Minimum 5 years' experience as administrative assistant at the executive level
- Proficiency in various computer technologies in a Windows-based PC environment
- Excellent oral, written and interpersonal communications
- Excellent telephone skills
- Ability to work in a team environment
- Ability to gather and organize information
- Effective records maintenance skills
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to plan and carry out projects
- Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure
- Ability to work with a minimum of supervision
- Provide support to executive office as required by the Executive Director
- Initiative to independently perform tasks that will assist the Officers, Executive Committee, and Board of Directors
- High awareness to detail and effective follow-through on projects and tasks
- Demonstrated use of sound professional judgment
- Ability to build and maintain effective working relationships with staff, leaders and external contacts
- Ability to travel and work long hours that include evenings and weekends

**Primary Responsibilities**

- Provide confidential administrative support to the President and Vice President, including maintenance of the calendars, screening telephone calls, preparation of monthly travel and expense reports, making travel arrangements, and writing correspondence
- Provide support in the Executive Office to management team as directed by the Executive Director
- Assist with confidential support to CEA Managers
- Schedule meetings, coordinate logistics, help set the agenda and take notes for meetings of the Board of Directors and Executive Committee
- Provide associate staff support for internal committees and external coalitions as assigned by the President
- Serve as primary secretary to the CEA Delegate Assembly at its annual meeting (600+ delegates)
- Serve as the State Coordinator for NEA Representative Assembly (annual national membership business meeting)
- Perform other duties as assigned

### **Compensation and Benefits**

This is a confidential position with a competitive and negotiable salary and benefits package based upon prior experience. Fringe benefits include liberal vacation, personal and sick leave; health, dental, disability, and life insurance; holidays; defined company contribution to a 401(k) plan, and reimbursement for business-related mileage.

### **Application Process**

A letter of interest, resume with references, and CEA application form are required. The CEA Application form is available at <https://www.coloradoea.org/career-opportunities/> .

Applications **must be received by 5 p.m. (MST), on February 22, 2019**. Send the completed application form, letter of interest, and resume with three (3) references to:

Jason Burns  
Interim Executive Director  
Colorado Education Association  
1500 Grant Street  
Denver, Colorado 80203

**OR** email information to [jobs@coloradoea.org](mailto:jobs@coloradoea.org)