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**Virginia Education Association  
Vacancy Announcement for the Position of  
Executive Assistant to Executive Director/Office Manager  
Confidential Staff**

**Date of Posting:** May 7, 2019

**Deadline for Applying:** May 21, 2019

**Reports to:** Executive Director

This is a Confidential Staff position in the VEA Headquarters reporting to the Executive Director. This position initiates, coordinates, and executes administrative support to the Executive Director and manages and coordinates office facilities, operation and activities. The work includes organizing schedules, performing independent work on assigned projects or programs, providing general office management, conducting research, providing support services for assigned governance committees, and attending evening and/or weekend governance and national meetings that may occur within and outside the Richmond area. Serves as Staff Liaison to the VEA Elections and Campaign Practices Committee.

**Knowledge, Skills, Abilities:**

- Bachelor's Degree or equivalent in work and experience.
- CAP, OM certification preferred.
- Four to six years related experience supporting C-level executives, or equivalent combination of education and experience.
- Experience in managing the duties and tasks of supervised employees.
- Excellent verbal and written communication skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills and capable of managing priorities and workflow.
- Capable of working independently and as a member of various teams and committees.
- Acute attention to details and confidentiality.
- Ability to professionally and effectively work with a variety of individuals inside and outside the organization.
- Good judgment with the ability to make timely and sound decisions.
- Demonstrated ability to cost-effectively plan and organize projects.
- Versatility, flexibility, and an enthusiastic willingness to work within constantly changing priorities.

- Proficient in Microsoft Office programs (Word, Excel, Publisher, PowerPoint).
- Knowledge of building facility components and trades.

Executive Assistant to Executive Director:

- Coordinates Executive Director's calendar and schedules appointments, ensuring all parties are informed of schedules.
- Coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserves and prepares facilities, and as required, records meeting minutes.
- Coordinates travel arrangements for Executive Director, and others as requested.
- Prepares Executive Director leave reports, credit card reconciliation reports, and prepares travel and expense vouchers in a timely manner and in accordance with VEA Accounting policies.
- Establishes and maintains uniform correspondence procedures and practices for the Executive Director.
- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgment and confidential discretion in handling requests for appointments and telephone calls.
- Prepares daily mail for Executive Director.
- Reviews daily internal/external e-mail, mail and overnight packages.
- Composes, prepares, and distributes professional correspondence and e-mails.
- Proactively establishes and maintains highly organized hard and electronic filing system, files correspondence and other records.
- Prepares work agreements and proposals and maintains appropriate records and files.
- Conducts research and compiles reports as requested.
- Assists with special projects as assigned.
- Meets and greets visitors in a courteous and professional manner.
- Attends meetings and other functions as required.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists with site selection, contract negotiation, travel arrangements and review for Executive Director meetings.
- Negotiates contracts and maintains relationships with vendors including but not limited to caterers, hotels, and conference sites for Executive Director meetings.
- Coordinates catering services and room and equipment requirements for Executive Director meetings.
- Interfaces with other appropriate department/staff to coordinate activities for Executive Director meetings.
- Attends all events to ensure events are executed in an efficient manner; resolves all problems and emergencies for Executive Director meetings.
- Ensures that all materials/equipment required for events are in place and rectifies any deficiencies for Executive Director meetings.

- Provides project status reports as needed.
- Coordinates calendar of events and special meetings.

Office Manager:

- Supervises one Associate staff, and when necessary coordinate the work of the mail room, materials production, and the building facilities to establish priorities.
- Manages and organizes office facilities and procedures and operation.
- Analyzes and maximizes office equipment and productivity.
- Analyzes, negotiates costs, and maintains office facility vendor contracts. Serves as the point of contact for vendors. Obtains certificate of insurance and tax documents. Reviews and approves vendor invoices.
- Researches and prepares reports and correspondence as needed.
- Assigns duties and monitors quality of work for the building maintenance and production staff.
- Provides day-to-day guidance and oversight of subordinate; actively works to promote and recognize performance.
- Oversees ordering of office supplies.
- Coordinates annual VEA planning calendar.
- Organize office events as required.
- Program and maintain building security access system and equipment.
- Produce security reports as requested.
- Train new employees with operation of security system and provide general office information.
- Provide administrative support to other divisions as requested.
- Coordinate and communicate with office janitorial service.
- Monitors weather and State government announcements as it relates to office closures. Broadcast messages to VEA staff in the event of office delays/closures.
- Monitor and coordinate building preparedness for weather related issues.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Ensures confidentiality in personnel and legal matters.
- Performs other duties as assigned by Executive Director.

VEA State Coordinator for annual NEA-Convention (late June-early July):

- Attends all NEA State Coordinator meetings and serves as point of contact for NEA-RA communications.
- Attends all VEA NEA-RA planning meetings.
- Annually, selects Virginia delegation hotel for future NEA-RA meeting locations.
- Negotiates with the selected hotel for meeting room spaces and contractual concessions.
- Coordinates and prepares Virginia Delegate materials and information needed on-site at the NEA-RA.
- Coordinates all shipments of meetings materials to VEA delegation hotel and then the return to VEA.

- Attends convention and meets with on-site hotel staff. Adjusts meeting requirements as needed throughout the convention meetings.
- As necessary, work with Virginia Delegates on hotel or emergency issues.
- Serves as an on-site staff point of contact for all VEA meetings and coordinates Delegate's requests with other VEA on-site staff and VEA Governance.
- Attend VEA caucus meetings, events, and convention business sessions.

#### Staff Liaison to VEA Elections and Campaign Practices Committee:

- Establishes timelines/deadlines for VEA statewide elections – President, Vice President, NEA Director, at-large directors on VEA Board and the VEA-Retired Council elections.
- Prepare updates to the Campaign Regulations and petitions. Responds to requests for petitions.
- Responds to questions regarding campaigning and elections as outlined in the VEA governing documents and VEA-Retired Bylaws, in consultation with the Chair(s) of the Elections Committee, the VEA President, or staff assigned to assist with interpretation of governing documents and elections guidelines.
- Coordinates and negotiates the contract with on-line voting vendor.
- Develops and distributes ballots in accordance with governing documents.
- Coordinates meetings of the Elections and Campaign Practices Committee, including establishing the meeting date, location, and other logistics.
- Provides administrative support for the VEA Elections Committee and Campaign Practices Committee.
- Coordinates the on-site election at annual VEA Delegate Assembly: submitting delegate listing to voting vendor; communications with voting vendor Project Manager; prepares scripts for Committee Chair(s); arrange for voting booth equipment; and prepares final report of election results for the Committee.
- Acts as Committee secretary, records and distributes minutes as required.

#### VEA Delegate Assembly Duties:

- Prepare and distribute convention materials schedule/timeline for delegate packet information and assembly of documents.
- Order delegate folders combining quantities to include convention and other miscellaneous events throughout the year.
- Coordinate and negotiate contract for movers and transportation of equipment and supplies to convention facility.
- Assist with the set up/tear down of equipment as required.
- Assist the Executive Director and perform other administrative duties as required.
- Coordinate on-site VEA statewide elections (see above Elections and Campaign Practices Committee).
- Serve as back-up Timekeeper.
- Serve as back-up to Convention Recorder.
- Respond to VEA Delegate requests as required.

**Salary and Fringe Benefits:**

Salary is negotiable depending upon applicant's experience and qualifications. The staff contract also includes an excellent fringe benefits package.

**Application Procedure:**

Send a resume along with a cover letter and contact information for three references with telephone numbers to [recruiting@veanea.org](mailto:recruiting@veanea.org). The deadline for receipt of applications is close of business on May 21, 2019.