



Massport Community Advisory Committee
P.O. Box 470614
Brookline, MA 02447

Temporary Part-Time Administrative Assistant **Job Description**

Background

The Massport Community Advisory Committee (Massport CAC) was created by the Massachusetts Legislature in 2014 to represent the interests of the communities impacted by Massport's operations. The part-time administrative assistant will be critical in helping the Massport CAC advance its priorities and objectives.

Description

The Administrative Assistant will provide important administrative support to the Executive Director in support of the Massport Community Advisory Committee's (Massport CAC's) priorities and goals. Drafts, edits, finalizes, and posts agendas. Takes meeting minutes for the Massport CAC well as the Executive Committee. Coordinates meetings with members' schedules to ensure quorums, takes attendance, and reserves meeting space. Generates correspondence on behalf of the Executive Director and the Massport CAC. Proofreads correspondence and work products to ensure high quality. Updates website as needed with meeting notices, documents, and other content. Conducts membership polls on topics and tracks responses.

Essential Tasks of the Job

Meeting Agendas

1. At direction of the Executive Director and the Chair, drafts, edits, and finalizes meeting agendas
2. Posts meeting agendas after approved by Chair and Counsel in accordance with state law
3. Makes any approved revisions to agendas and updates postings in accordance with state law

Meeting Minutes

1. Attends all Massport CAC general meetings (scheduled quarterly with additional special sessions possible) and takes notes
2. Attends all Executive Committee meetings (scheduled monthly with additional special sessions possible) and takes notes
3. Drafts meeting minutes from notes and provides to members for review
4. Updates minutes as requested by members prior to approval
5. Produces final version, uploads to website and follows archival procedures
6. Responsible for maintaining confidentiality of Executive Session topics of discussion and releasing Executive Session meeting minutes only as approved and directed



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Schedules Meetings

1. Poll members for dates and times of meetings
2. Coordinates with members to schedule meetings for the Massport CAC, the Executive Committee, subcommittees, and ad hoc meetings as needed
3. Confirms quorum prior to meetings as required
4. Reserves meeting rooms for Massport CAC general, Executive Committee, and subcommittee meetings
5. Sends out meeting reminders to members as directed
6. Takes accurate attendance of meetings and maintains attendance records for office

Updates Website

1. Makes general website updates per the direction of the Chair and the Executive Committee, including posting documents such as:
 - a. All approved meeting minutes
 - b. All approved meeting agendas
 - c. Presentation and meeting materials as directed

Conducts Research

1. Conducts and compiles background research materials for topics as requested:
 - a. Contacting organizations and/or individual to obtain relevant information
 - b. Conducts web searches for relevant background information and source materials
 - c. Compiles background information into general file for Executive Director's use

File Management and General Administration

2. Maintains files, meeting documents, minutes, correspondence and reports
3. Maintains up-to-date list of appointees, appointing authorities (Mayors and Town Managers change from time to time) and all preferred contact info
4. Basic bill processing for approval by two CAC officers
5. Coordinate financial reporting, payroll, and benefits in support of Treasurer
6. Proofreads correspondence and work products to ensure high quality

Secondary Job Tasks:

Completes other duties and projects as assigned.



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Job Requirements and Qualifications

EDUCATION: Bachelor's Degree preferred. May be substituted for five years of relevant experience.

EXPERIENCE: At least 3-5 years' experience performing high-level administrative support. Experience using Microsoft Office suite (Word, Excel, PowerPoint) required, familiarity with QuickBooks preferred. Ability to learn how to use new and unfamiliar programs and applications strongly preferred. Ideal candidate will have relevant public sector work experience.

Supplemental Information

WORK SCHEDULE: This position is a temporary, part-time (up to 15 hours/week) position with exact hours to be determined. To begin, the Administrative Assistant will be expected to work remotely with some in-person nighttime availability required for supporting public meetings. In future, the position may be required to report to a central office location as needed.

Please submit cover letter and resume in PDF form to Matthew Romero via email: mromero@massportcac.org

For any questions you may contact Matthew directly at:

Phone: 617-910-0764

Email: mromero@massportcac.org