



## **Executive Assistant Job Posting**

### **Background**

The Massport Community Advisory Committee (Massport CAC) was created by the Massachusetts Legislature in 2014 to represent the interest of the communities impacted by Massport's operations. The Executive Assistant will be critical in helping the Massport CAC advance its priorities and objectives.

### **Description**

The Executive Assistant will provide important high level administrative support and analysis to the Executive Director in support of the Massport CAC's priorities and goals. Drafts, edits, finalizes, and posts agendas. Takes meeting minutes for the Massport CAC as well as the Executive Committee. Coordinates meetings with members' schedules to ensure quorums, takes attendance, tracks motions/votes, and reserves meeting space/provides video conference information. 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 the direction of the Executive Director and the Chair, drafts, edits, and finalizes meeting agendas
2. Posts meeting agendas to website 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
4. Distributes agendas to members

#### Meeting Minutes

1. Attends all Massport CAC general meetings, Executive Committee meetings, and any subcommittee meetings as needed and takes notes
2. Drafts meeting minutes from notes and provides to members for review
3. Updates minutes as requested by members prior to approval, produces final version, uploads to website, and follows archival procedures
4. Responsible for maintaining confidentiality of Executive Session topics of discussion and releasing Executive Session meeting minutes only as approved and directed

#### Schedules Meetings

1. Polls 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 or set up a video conference
5. Sends out meeting reminders to members as directed
6. Takes accurate attendance of meetings and maintains attendance records

#### Updates Website

1. Make 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



## MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

2. Makes specific content changes and updates per direction of the Chair and Executive Committee, including:
  - a. Overall website redesign
  - b. Implementing new features and add-ons
  - c. Tracking analytics of website activity to facilitate decision making on website structure and design
  - d. Proposing new design features to Executive Director to enhance functionality of website

### File Management

1. Maintains files, meeting documents, minutes, correspondence, and reports
2. Maintains up-to-date list of appointees, appointing authorities (Mayors and Town Managers change from time to time) and all preferred contact info
3. Proofreads correspondence and work products to ensure high quality

### Accounting/Finances

1. Obtains and organizes all invoices, receipts, bank statements and expense reports
2. Coordinates financial reporting, budgets, payroll, and benefits in support of Treasurer and Executive Director
3. Interfaces with independent CPA for periodic review of MCAC financials
4. Ensures compliance of MCAC financials with guidelines recommended by independent CPA
5. Prepares requests for Massport funding deposits

### Outreach (as appropriate)

1. Works to fill all appointed positions by establishing relationships with cities/towns and providing them with the necessary information to make informed decisions
2. Works to develop relationships with other similar organizations nationally
  - a. Learn from other organizations' practices and ways they are working toward their goals
  - b. Present new ideas or findings that they may have available to the Executive Committee
  - c. Share our knowledge and resources to assist in working together toward similar goals

### Secondary Job Tasks:

1. Assisting Executive Director in various tasks
2. Creating draft documents, proofreading, and disseminating relevant content to Committee Members, Massport, FAA, Legislative bodies, and press
3. Attending any relevant meetings (on an ad hoc basis) in person or by conference call
4. Completing other job duties and projects as assigned

### 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), and WordPress required, familiarity with several different remote meeting/conference call programs preferred. Website building and/or graphic design skills are essential to the position, as is the ability to take accurate notes/manage meetings. Ability to learn how to use new and unfamiliar programs and applications strongly preferred. The ideal candidate will have relevant public sector work experience and be familiar with Open Meeting Law and Conflict of Interest Laws and training.

### Supplemental Information

**WORK SCHEDULE:** This position is a permanent, part-time position to start, with exact hours to be determined at the discretion of the Executive Director and the Executive Committee. Hours are expected to fluctuate based on workload but will generally be between 20 and 30 hours/week. To begin, the Executive Assistant will be expected to work remotely with some in-person availability required for supporting public meetings. In the future, the position may be required to report to a central office location as needed. There is a possibility that this position could grow to full-time based on the organization's needs as well as those of the candidate. Compensation based on experience and



## MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

qualifications, but expected to be approximately \$25/hour. Deadline for submitting applications is January 6, 2023.

To apply, please submit a cover letter and resume to Aaron Toffler via email: [atoffler@massportcac.org](mailto:atoffler@massportcac.org)

For any questions you may contact Aaron directly at:

Phone: 617-906-8853

Email: [atoffler@massportcac.org](mailto:atoffler@massportcac.org)