



### **Administrative Assistant**

The Regional Educational Media Center Association of Michigan is a 501(c)(3) nonprofit organization established in 1969. Its members are the 28 local regional educational media centers operated through the intermediate school district structure.

The Association provides proactive leadership, supports quality teaching and learning and provides equity to Michigan's K-12 educational community through its [Educator Resources](#), [Professional Learning](#), [REMC SAVE](#) and partnerships with other organizations.

The REMC Association is seeking to contract with an individual to facilitate the efficient operation of the organization by performing a variety of clerical and administrative support tasks across multiple platforms and leverage a variety of tools and formats. The administrative assistant is expected to work effectively and efficiently with the executive director, leadership team and project leads to help advance the REMC Association's mission around educational excellence and equity for all students.

Association website: <https://remc.org>

### **Essential Roles and Responsibilities**

- Serve as the SCECH Coordinator in the state continuing education system.
  - Submit program applications for SCECH approval in a timely manner.
  - Responsible for timely and accurate reporting of SCECH awards through the MOECS system.
  - Serve as the main point of contact for issues with registration, SCECHS and MOECS.
  - Follow up with participants about filling out forms needed to obtain SCECH credit or certificate.
- Support the Leadership Team, REMC SAVE and Association
  - Event management including purchasing, set-up and preparation of materials; secure venues and finalize contracts; catering, etc.

- Attend or represent the organization occasionally at conferences and organization in-services.
- Meeting support - calendar coordination, managing invites, reminders and remote connections.
- Summarize and collate data.
- Assist with closed captioning verification for recorded webinars.
- Communicate with awarded vendors and bidders.
- Coordinate the updating of invoice contacts
- Document management and creation
- Set up and manage events within our registration system, including attendance and communication with participants

### **Knowledge, Skills and Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Google tools such as drive, docs, sheets, calendar and or related software.
- Proficient in pdf creation and modification.
- Excellent organizational skills and attention to detail.
- Excellent time management skills and the ability to prioritize work.
- Ability to learn and interface with multiple Association platforms and systems.
- Proven ability to work independently.
- Sense of humor.

### **Working Conditions and Contractor Compensation**

- Flexible schedule with the majority of hours taking place during regular business work hours.
- Year One: on or about February 1 - June 30, 2025, approximately 80-90 hours per month.
- Year Two: July 1, 2025 - June 30, 2026, approximately 80 hours per month.
- Home office environment. Selected contractor will provide the tools (computer, internet), resources and supplies.
- \$25-28 per hour based on qualifications and experience.
- Reports to and works closely with the REMC Association Executive Director and other members of the REMC Leadership team.
- The services of the Contractor will be evaluated annually by the REMC Leadership Team and Executive Board.

Application Deadline: December 18, 2024

Applications should be submitted online at

<https://docs.google.com/forms/d/e/1FAIpQLSdbxXLTPuRERS1cVuCNn5mbAHWVLAetxB6r4MZ9T97wrYjXA/viewform>

Questions should be directed to Sue Schwartz, Executive Director,

[sueschwartz@remc.org](mailto:sueschwartz@remc.org)