

Maryland Retired School Personnel Association (MRSPA) is looking for a part-time Clerical Assistant for our Odenton office. The ideal candidate will be proficient in the following:

- Microsoft Office suite including Outlook
- Wix
- Zoom
- Adobe
- Facebook

Day-to-day activities can include:

- Work as liaison with bookkeeper – processing invoices, timesheets for payroll, keeping files, help with audit prep., etc.
- Create documents like our Annual Business Meeting program, Leadership Manual, brochures, etc.
- Answer phones, open and sort mail, answer emails, direct office email to appropriate staff, maintain electronic files on the server.
- Set up and run Zoom/hybrid Zoom meetings, update and manage the Facebook page, and eventually handle updating the website through Wix.
- Order office supplies, keep office machines running and working with those vendors, contact with other companies, as needed.
- Policy and procedures modification and maintenance.
- Writing letters, memos, etc., as needed.
- Work with all staff to complete necessary tasks, like set-up and clean-up of meetings, greeting guests, etc.

Great interpersonal skills are also a requirement. Our office is a friendly, collaborative and supportive environment. Must work well independently and with others. Respect and confidentiality are paramount.

Candidates should email their resume along with salary requirements to:

Wanda R. Twigg

Executive Director, MRSPA

[wtwigg@mrspa.org](mailto:wtwigg@mrspa.org) by June 30, 2022.