

MARYLAND AGRICULTURAL EDUCATION FOUNDATION, INC.
JOB OPENING

Executive Assistant

Position Summary:

The Executive Assistant supports the internal operations of the Maryland Agricultural Education Foundation (MAEF), including fiscal, organization, human resource and other duties as assigned.

About MAEF:

Maryland Agricultural Education Foundation, Inc., established in 1989, is an independent nonprofit organization dedicated to increasing the understanding and appreciation of the importance of agriculture in everyone's daily lives. With programs serving pre-kindergarten through post-secondary audiences, MAEF signature programs include "Infusing Ag in the Classroom" professional development courses for teachers; mobile science labs; mobile agricultural showcases and Maryland FFA. Funded by the Maryland "ag tag" license plate revenues, gifts, grants and program fees, MAEF is an equal opportunity employer which celebrates diversity and is committed to creating an inclusive environment for all employees and volunteers. For more information visit www.maefonline.com.

Essential Job Functions:

Administration:

- Manage inbound and outbound grants with team.
- Assist in updating database and records.
- Oversee execution of contracts, conflict of interest statements and MOUs annually.
- Process and scan mail.
- Maintain proper inventory of office supplies.
- Keep minutes of committee meetings.
- Track Ag Tag sales.

Fiscal:

- Act as an important link to CPA in accounts payable/receivable workflow.
- Work with executive director, accountant and auditor to complete annual audit.
- Prepare and process correspondence and registrations.
- Record gifts and send gift acknowledgements and thank-yous.
- Record deposits.
- Process payments via Clover.

Human Resources:

- E-Verify new hires; help maintain personnel records.

Programming:

- Update Mobile Lab contractual schedule throughout year.
- Book hotel/travel for Mobile Lab teachers.
- Track inventory and distribute orders for books and Lab in a Box.

Other Duties As Assigned:

Coordinate meetings as required.

Assist with events as needed (banquet, golf tournament, workshops).

Qualifications:

- Experience in bookkeeping and contracts management.
- Human Resources experience.
- Nonprofit background strongly desired.
- Familiarity with agricultural and/or educational systems strongly desired.
- Proficient with Quickbooks Online & Microsoft Office/Excel/Sharepoint.
- Able to work efficiently both independently and collaboratively.
- Must be organized, detail oriented and responsive to deadlines.
- Strong communication and interpersonal skills; ability to identify both problems and solutions.

Location: Position is located at the William Amoss Agricultural Center, 503 Oakington Road, Havre de Grace, MD 21078. This employee occasionally may be expected to attend off-site events during or outside of normal work hours.

Salary Range: \$25/hour, up to 25 hours per week. This is a part-time position with no benefits, with the potential to increase to full-time with benefits.

To apply, please send resume and cover letter to susanne@maefonline.com by Nov. 10, 2023. Email inquiries only.