



**DATE:** September 15, 2023

**POSITION:** Executive Support Specialist

**SALARY:** This position offers a competitive salary and benefits package, dependent upon qualifications and experience. The expected salary range is \$50,000 - \$60,000.

**BENEFITS:** BMC participates in the State of Maryland's benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contribution to deferred compensation programs, optional telework, state holidays, and vacation/personal leave.

**DESCRIPTION:** The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties. BMC's primary function is to support the Baltimore Regional Transportation Board (BRTB), the area's metropolitan planning organization (MPO) and its regional transportation planning activities. BMC also provides support to member local governments in several other areas including procurement, reservoir protection and water quality, sustainable community planning, and workforce development.

BMC is seeking a full-time Executive Support Specialist to support the Baltimore Regional Transit Commission (BRTC). Typical duties will include calendar management, development of meeting agendas and minutes, drafting correspondence, logistics related to individual and group travel, event planning and special projects as needed by the BRTC. Office management tasks will include benefits coordination, contract management and file organization.

**SUMMARY OF DUTIES:** Typical duties of this position include:

- Day to day support of BMC senior planning staff and the BRTC
- Managing correspondence and meeting arrangements for BRTC members and staff.
- Coordinating meetings for BRTC members and additional stakeholders.
- Arranging and coordinating meetings and events/ managing the Executive Director's calendar.
- Coordinating travel arrangement for the BMC staff.
- Supporting the BMC office manager with human resource files and benefits coordination for BRTC staff.
- Supporting the BMC office manager with invoicing, procurement, and account reconciliation for BRTC activities.
- Managing supply inventory and service contracts for the BRTC.

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**QUALIFICATIONS:** At least two years of administrative support at the manager or executive level. Experience working with elected and government officials is a plus. Organization, communication, and high attention to detail are essential to this role. A college degree is preferred, but executive support experience will be considered strongly in lieu of a degree. The ability to handle multiple projects at once and strong technical abilities are necessities.

**TO APPLY:** Send cover letter and resume to Kathy Renzi, via email ([krenzi@baltometro.org](mailto:krenzi@baltometro.org)) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.