



- DATE:** October 3, 2019
- POSITION:** Executive Assistant & Office Manager
- SALARY:** This position offers a competitive salary and benefits package, dependent upon qualifications and experience. The expected salary range is \$50,000 - \$65,000.
- 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 Assistant to support the agency's Executive Director. Typical duties include calendaring, handling correspondence, logistics related to individual and group travel, event planning and special projects as needed in the office. 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 the Executive Director.
- Managing correspondence and meeting arrangements with the Board of Directors and senior staff.
- Coordinating meetings for Board of Directors and Management Committee members.
- Arranging and coordinating meetings and events/ managing the Executive Director's calendar.
- Coordinating travel arrangement for the Executive Director and various staff members.
- Maintaining human resource files and coordinating benefits programs.
- Financial administration of deposits, tracking of purchases, and account reconciliation.
- Managing supply inventory and service contracts for the agency.



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 Brian Shepter, via email (bshepter@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Brian Shepter, 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.