

Massachusetts Highway Association

P.O. Box 2004, Danvers, MA 01923



Organized March 2, 1893

Job Title: Secretary

Location: Massachusetts

Reports To: President/Board of Directors

Job Type: Part-Time

Job Summary:

The Secretary will provide administrative support to the President and Board of Directors, ensuring efficient operation of the organization. This role involves managing communications, scheduling meetings, maintaining records, and assisting with various administrative tasks to support the organization's mission and goals.

Key Responsibilities:

- **Administrative Support:**
 - Prepare and distribute meeting agendas, minutes, and other documents.
 - Schedule and coordinate meetings, appointments, and events.
 - Maintain and organize physical and electronic files.
 - Handle correspondence, including emails, letters, and phone calls.
 - Send updates for websites, and social media to marketing company.
 - Preparation for election at the Annual Meeting.
 - Support to all subcommittees as needed.
- **Board/Trustee's Support:**
 - Assist in the preparation and distribution of Board meeting materials.
 - Record and maintain accurate minutes of Board meetings.
 - Ensure compliance with legal and regulatory requirements for Board and Association activities.
 - Maintain Organization e-mail, PO Box, and physical address.
 - Support for annual scholarship program.
- **Communication:**
 - Serve as a point of contact for internal and external stakeholders.
 - Draft and edit communications, reports.
- **Record Keeping:**

- Tracks any payments received by Secretary into the Organization accounts and supplies information to Treasurer.
- Maintain accurate records of organizational activities, including membership lists
- Ensure confidentiality and security of sensitive information.
- **Other Duties:**
 - Assist with fundraising activities and events.
 - Support special projects and initiatives as assigned by the President or Board.

Qualifications:

- **Education and Experience:**
 - High school diploma or equivalent required; business or non-profit experience preferred.
 - Previous experience in an administrative or secretarial role, preferably in a non-profit setting.
 - Must have the ability to be bonded.
- **Skills and Abilities:**
 - Excellent organizational and time-management skills.
 - Strong written and verbal communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
 - Ability to work independently and as part of a team.
 - Attention to detail and ability to handle multiple tasks simultaneously.

Working Conditions:

- Office environment with occasional travel for meetings and events.
- Flexible hours may be required, including evenings and weekends.
- The expected hours per week are 5-10 hours, which will be flexible as needed.

Compensation:

- Lump sum salaried position. Annual compensation depends on experience.