



# MANAGERIAL EMPLOYEES ASSOCIATION

42 BROADWAY • SUITE 1945 NEW YORK, NY 10004

TEL: (212) 964-0035

EMAIL: [info@nycmea.org](mailto:info@nycmea.org)

**POSITION:** Executive Director (Full-time)

NYC Managerial Employees Association (MEA) is seeking a motivated and experienced manager who demonstrates leadership skills for the day-to-day operations of the office, as well as communication skills for the growth and retention of membership. The MEA has more than 50 years of experience providing advocacy services to managers located in every city agency within the five boroughs of New York City. We provide a full employment benefits package and MEA is an equal opportunity employer.

A high volume of multi-tasking is required for this position.

**RESPONSIBILITIES:**

- Provides effective leadership for the day-to-day operations of the MEA office, including training and managing staff responsible for member services, data input, document processing, and bookkeeping functions.
- Works with the MEA President and other elected representatives to develop and implement recruitment and retention strategies for organizational growth and stability.
- Effectively interfaces with City and agency officials, political representatives and other organizations, to help achieve the goals of the Association. Functions as a spokesperson for the Association as needed.
- Establishes advocacy objectives with the President, advisory group and Executive Board.

**MINIMUM QUALIFICATION REQUIREMENTS:**

College degree in a related field and 3 - 5 years of relevant full-time professional experience.

**PREFERRED SKILLS:**

Demonstrated experience in project management, excellent written and verbal communication skills; strong organizational skills with focus on problem solving; strong computer skills and proficiency with advanced functions of Microsoft Office Suite is desired; knowledge of Quick Books and Intuit applications required.

**STARTING SALARY:**

\$75,000 to start.

**TO APPLY:**

Send resume and cover letter to:

Linda Barnes, Executive Director - NYC Managerial Employees Association

42 Broadway, Suite 1945, New York, NY 10004

Email: [lbarnes@nycmea.org](mailto:lbarnes@nycmea.org); Resumes must be received not later than November 7, 2020.