



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Description

Job Title: SCECH Coordinator

Reports To: MAISA Office Coordinator

Start Date of Position: As soon as possible

Location: Remote with occasional travel

Position Summary: MAISA is actively seeking a SCECH Coordinator, a pivotal role within the Operations Office. The SCECH Coordinator will play a crucial part in coordinating SCECH applications across the organization, and supporting office procedures, processes, and communications. This role requires an experienced executive administrative assistant who will be responsible for supporting MAISA projects, managing office workflow, and ensuring alignment with organizational protocols.

Essential Functions and Responsibilities:

- Submits SCECH applications, monitors participant attendance, and issues SCECHs for MAISA and other partners
- Maintains SCECH-approved programs and participants' records in accordance with SCECH policies and guidelines
- Engages, coordinates, and facilitates regular meetings
- Monitors the progress toward project outcomes
- Coordinates communication within the organization
- Provides leadership by building and furthering relationships between all stakeholders
- Assists in development and management of project plans, timelines, deliverables, budgets, and outcomes
- Collects regular input and interacts with end users
- Dialog with other MAISA Project Coordinators and staff to ensure work is cohesive

Preferred Experience:

- Bachelor's Degree or Equivalent
- Experience submitting SCECHs and working within MOECS
- Demonstrated proficiency in verbal and written communication

Professional competencies desired:

- Curious
- Patient
- Creative problem solver
- Committed to progress and growth-minded engagement
- Customer service focus
- A team player

Wages and Benefits:

- An hourly rate of \$30 per hour, 401k contribution; health and leave benefits are included.

Conditions:

- This is an at-will position and can be terminated by either party.

How to Apply:

Interested individuals should send a letter of interest and resume by **May 30, 2024** to:

John Severson, Ph.D.,

Ex. Director, MAISA

1001 Centennial Way, Suite 300

Lansing, MI 48917

Submissions can be sent electronically to: support@gomaisa.org