

**PRESS RELEASE: June 1, 2024**

**Maryland Association of Student Councils (MASC): Executive Director**

**About Maryland Association of Student Councils:**

MASC is a membership-based organization comprising secondary public, private, and charter schools across Maryland. In 2021, MASC became a 501c3 non-profit organization supported by an inaugural Board of Directors. The mission of MASC is to foster a statewide environment for all secondary school students to express and exchange opinions and ideas, develop leadership skills, and promote student representation and involvement in all groups and organizations impacting students' lives. We achieve this mission by hosting conferences, executive board meetings, and other events that bring together students and advisors from across the state to build leadership skills, network, and advocate on issues that directly affect students. As a student leadership organization, our student leaders play a pivotal role in our organization and are essential in decision-making processes, programmatic choices, and all aspects of operations.

MASC has a student officer team consisting of a President, 1st Vice President, 2nd Vice President, and Treasurer as well as an Executive Board consisting of the MASC officers, MASC-appointed staff, and leadership from regional student council programs. MASC also works with regional advisors from across the state of Maryland and school-based advisors to support the development of our programs. MASC has an Assistant Executive Director and Registrar (contractual positions) whom the Executive Director will supervise and work collaboratively with throughout the year. The MASC Assistant Executive Director supports all student programming, conference planning, as well as communications (our monthly newsletter and website). The MASC Registrar manages the membership application, payment process, and registration for all major MASC conferences. Lastly, MASC has a Board of Directors that provides general oversight and guidance to the organization and meets on a quarterly basis.

**The Role:**

Maryland Association of Student Councils (MASC) seeks to hire a dynamic Executive Director to provide visionary organizational leadership and direct operational support. This role will shape our organization's programming, operations, and strategic planning. The MASC Executive Director is a part-time (expectation is 15-20 hours a week) contractual role serving a one-year term, that can be adjusted and/or renewed each subsequent term, pending both parties are in agreement.

## **Essential Duties:**

### **Student Programming (50%)**

- Oversee the planning and implementation of MASC conferences, executive board meetings, Advance, and other meetings
  - This includes overseeing the bid process for conference hosts, designing the schedule for conferences, supporting the hiring of speakers/AV staff, and the preparation of all conference materials
- Provide support, development, and mentoring to MASC officers on an ongoing basis
- Work collaboratively with the MASC Registrar to ensure conference registration processes are implemented effectively
- Work collaboratively with the MASC Assistant Executive Director to ensure conferences/events are implemented and student staff/officers/workshop presenters are adequately supported
- Provide oversight of the MASC Officer and SMOB application and election processes

### **Organizational Leadership (25%)**

- Serve as the face of MASC and build relationships with aligned organizations
- Communicate on an ongoing basis with Regional Advisors and member schools
- Provide guidance and supervision to all other contracted MASC staff members
  - Recruit and hire other stipended staff positions to assist with various responsibilities to support the organization
- Schedule and attend quarterly BOD meetings; provide BOD ongoing updates and support

### **Financial and Administrative Leadership (25%)**

- Lead and manage the day-to-day function and administrative matters of MASC; including ensuring adequate insurance coverage, background checks for staff members, tax-exempt status, financial record keeping, and response to email inquiries
- Work in partnership with the treasurer of the MASC Board of Directors to ensure adequate financial record-keeping
- Develop a fundraising strategy for MASC that includes applying for grants, securing sponsorships, and donor-based giving

### **Additional Information:**

To help give a sense of the year, please review the [MASC calendar](#) for the 2024-2025 school year. Each week will look different for the MASC Executive Director with the expectation that

most weeks will require 15-20 hours of work. Weeks surrounding conferences are particularly busy as more time is needed to prepare for these large-scale events. Candidates should anticipate that January-March will be particularly busy months for the Executive Director given the timing of our Winter Leadership Conference and annual Convention.

**Desired Skills/Qualifications:**

- Familiarity with the work of MASC either as a school-based advisor, regional advisor, alumni, or other affiliation
- Experience as a school/regional student council advisor or other comparable youth development experience
- Commitment to the development of young people as agents for change in their schools and communities
- Ability to work in partnership with students; as a student-driven organization we believe that student leaders are uniquely talented and play a vital role in the leadership of our organization. Ability to mentor and coach students to help them reach their goals.
- Ability to work independently and collaboratively
- Strong communication skills with a proactive approach to asking questions, sharing feedback, and addressing challenges that arise
- Demonstrated commitment to diversity, equity, and inclusion
- An ability to both see the big picture and manage minor details
- A visionary leader who brings new ideas to our work and organization
- Ability to work a varied schedule with varied hours including evenings and weekends

**Compensation:**

- \$2,000 stipend per month
- MASC will reimburse the contractor for any expense incurred for his or her work including materials, ink and printing, etc. MASC will also reimburse any mileage of the MASC Executive director for travel to and from MASC events at the federal mileage rate.

To apply please submit a current resume and cover letter to [olivia.keithley@mdstudentcouncils.org](mailto:olivia.keithley@mdstudentcouncils.org). Priority consideration will be given to applications received by June 14th, however, applications will be accepted on a rolling basis until the position is filled.

Cover letters should address the following:

- The experiences, qualifications, and skills that make you qualified for this role
- Your vision and aspirations for MASC over the next several years
- Your reflections on the current challenges facing school student councils and student leaders and how MASC can better address/support those challenges