August 12, 2021

Administrative Assistant to the Executive Director
Springfield, IL

The Illinois Education Association-NEA is seeking qualified candidates to fill the above-named position on the IEA-NEA administrative staff.

DEADLINE FOR INTERNAL APPLICATIONS: August 26, 2021

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following link Internal Apply Here and External Apply Here.

INTERVIEWS: Candidates who appear to meet the qualifications will be invited to interview.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Executive Director.

POSITION DESCRIPTION: Serves as technical assistant and confidential assistant to the Executive Director; makes recommendations for procedures and management of the Executive Office.

RESPONSIBILITIES:

1. Handles and/or assists in handling confidential matters; screens telephone calls and visitors; handles correspondence, filing, messages, calendar, and other duties.

2. Performs all clerical functions of the office as directed.

3. Prepares materials and adjusts on an ongoing basis the executive director’s calendar, schedules his/her travel, housing arrangements, conference registrations and personal appearance arrangements.

4. Assists with the preparation of materials and reports for the Executive Director for presentation to the IEA-NEA Board of Directors.

5. Processes all requests from locals for affiliation with the IEA and NEA. Maintains files and keeps accurate records of chartering data.

6. Arranges for meeting sites, housing and catering on an ongoing basis for officers/managers meetings, United Council, Stakeholders Summit and all governance/all staff meetings.

7. Processes expense vouchers, including those for managers, United Council and Stakeholders Summit.
VACANCY NOTICE
Administrative Assistant to the Executive Director
Springfield, IL
(Continued)

RESPONSIBILITIES: (Continued)

8. Maintains files, keeps accurate records and processes checks for various NEA grants, works with members and staff to process expenditures, W9s, and other data pertinent to particular NEA grants.

9. Provides assistance to the Executive Director with special projects, both internally and externally, and with NEA.

10. Assists with preparation of materials, both print and electronic, for the IEA-NEA Representative Assembly.

11. Assists with preparation of materials, both print and electronic, for the NEA Representative Assembly.

12. Serves as recording secretary to the Illinois delegation at the NEA Representative Assembly, when assigned. Takes, drafts and prints minutes of caucus meetings. Prepares other material for distribution at caucus meetings.

13. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.

14. Stays current in a variety of technological advances and demonstrates proficiency with Excel, PowerPoint, Word, office computers, printers and other technology tools.

15. Acquires an understanding of the structure, operation and function of the IEA-NEA.

16. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.

17. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.

18. Performs other appropriate duties as directed by the President, Executive Director and assigned management staff.

QUALIFICATIONS:
- College degree desirable or four years equivalent work experience.
- Above average ability in typing, spelling, composition, and math skills.
- A high degree of communication and interpersonal skills and the capacity to interact effectively on an interpersonal basis with members, IEA-NEA leadership and staff.
- Capable of efficiently handling telephone requests.
- Ability to work independently.
- Excellent planning, follow-up, and organizational skills.
- Knowledge and ability to perform basic office accounting functions.
- Ability to quickly learn relevant systems, processes, and procedures and be able to quickly assimilate information and formulate solutions.
- Demonstrated proficiency with Microsoft Office Suite, office machines, computer equipment and software provided by IEA-NEA.
- Valid driver’s license required.

FRINGE BENEFITS: In accordance with the IEA-NEA/IEASO Associate Staff Contract.

AN EQUAL OPPORTUNITY EMPLOYER