



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
www.ieanea.org

## VACANCY NOTICE

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**November 15, 2021**

**PLEASE POST**

### **COMMUNICATIONS ASSOCIATE Springfield, IL**

**DEADLINE FOR INTERNAL APPLICATIONS:** December 1, 2021

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following link [Internal Candidates Apply Here](#) and [External Apply Here](#).

**INTERVIEWS:** Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the Information Management Specialist, Media Relations Director, Communications Specialist, Director of Communications and Executive Director.

**POSITION DESCRIPTION:** Processes member and potential member employment data for the IEA-NEA. Serves as liaison to staff and local leaders for procedures relating to membership record and database maintenance. Provides support to the Communications Department and members.

**RESPONSIBILITIES:**

1. Processes employment information related to members and potential members in the membership database for purposes of maintaining accurate information to be used by the organizing program or other IEA departments.
2. Reviews membership database records, as necessary, to promote the integrity of information within the database and makes recommendations for consistency.
3. Maintains, creates and distributes reports as directed by the supervisor from the assigned database.
4. Discusses details of member and potential member information with staff, local leaders, members and employer personnel, as necessary, and recommends needed adjustments, in regard to the bargaining unit reconciliation process.
5. Works directly with the Information Management Specialist to support data practices and procedures and assists in resolving database questions.
6. Works directly with the Media Relations Director to provide support for crisis periods and/or during statewide campaign efforts.

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(Continued)**

**RESPONSIBILITIES: (Continued)**

7. Works directly with the Communications Specialist to support projects, departmental tasks and campaigns.
8. Works as a team with the organizer(s) and other professional staff to provide local leaders with data and reports for member organizing.
9. Assists in the preparation of data practices, policies and procedures for distribution to staff and local leaders.
10. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
11. Demonstrates a strong foundation of intermediate Excel skills to format, sort, filter, find and replace data using functions, formulas and tables.
12. Handles or assists in handling highly sensitive information, screens telephone calls, processes incoming and outgoing mail, produces documents, handles correspondence, proofreading, filing (paper and electronic), messages, reservations and calendars. Performs other clerical, secretarial and administrative duties of the Communications Department, as directed.
13. Maintains a working knowledge of office machines, including computer equipment.
14. Acquires an understanding of the structure, operation and function of the IEA-NEA.
15. Utilizes appropriate office procedures as per the IEA-NEA Staff Manual.
16. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
17. Performs other appropriate duties as directed by assigned administrative and management staff.

**QUALIFICATIONS:**

- Minimum high school diploma, business college or college desirable;
- Above average ability in keyboarding, spelling, composition, and math skills;
- Capable of efficiently handling telephone requests;
- Ability to work independently and in a team environment;
- Good written and oral communications skills
- Knowledge and ability to perform basic office accounting functions;
- Personal computer and other office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
- Proficient in Excel, demonstrates intermediate spreadsheet skills;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver's license required.

**SALARY AND BENEFITS:** In conformance with the IEA-NEA/IEASO Associate Staff Contract.

**AN EQUAL OPPORTUNITY EMPLOYER**