VACANCY NOTICE

FEBRUARY 1, 2022

FIELD ASSOCIATE
Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: February 15, 2022

DATE OF EMPLOYMENT: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following link: Internal Candidates Apply Here, and for non IEA staff: External Candidates 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 assigned professional staff, Director(s) of Advocacy & Organizing, and Executive Director.

POSITION DESCRIPTION: Performs a variety of complex secretarial and administrative duties of a highly responsible nature; maintains efficient office procedures and practices designed to offer greatest support to the department and membership.

RESPONSIBILITIES:

1. Handles or assists in handling confidential matters, screens telephone calls and visitors, processes incoming and outgoing mail, produces documents, handles correspondence, proofreading, filing (paper and electronic), messages, reservations and calendars. Performs all other clerical, secretarial and administrative duties of the field department as directed.

2. Assists the IEA Teaching & Learning staff with preparation for conferences, training sessions, opportunities for members, and other special events. Provides on-site support as directed.

3. Assists the Student Chairperson, other IEA Committee chairperson(s) and local leaders according to IEA-NEA policies.

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

5. Maintains a proficiency in using office machines, computer equipment, programs and software provided by IEA-NEA.

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

7. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
RESPONSIBILITIES (continued):

8. Assists in membership processing or updating membership records as assigned.
9. Maintains accurate office expense records and processes vouchers for payment of office expenses as appropriate; produces and maintains accurate billing records and remits payments received to IEA-NEA.
10. Maintains a written inventory of equipment and furniture; maintains an adequate quantity of office supplies.
11. Assists in maintaining adequate office security; makes sure the office premises are attended (whenever possible) and available to members during normal working hours.
12. Monitors and makes content recommendations for website(s), and when applicable, works with the IEA Webmaster.
13. Generates reports or findings using IEA-NEA data, internet searches, or other sources as requested.
14. At the direction of the immediate supervisor(s) and with manager approval, will work in the field to support professional staff.
15. Demonstrates a high degree of interpersonal and communication skills. Interacts appropriately with staff, members, and the general public. Has the ability to effectively work as part of a team and with a variety of different people and personalities.
16. Performs other appropriate duties as directed by assigned professional and management staff including meeting the evolving needs of our members and the organization as a whole.

MINIMUM 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;
- Knowledge and ability to perform basic office accounting functions;
- Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver’s license required.

SALARY & BENEFITS: In conformance with the IEA-NEA/IEASO Associate Staff Agreement.

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