August 9, 2022

PARAPROFESSIONAL/RETIRED FOCUS
Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: August 23, 2022

EFFECTIVE DATE: To Be Determined

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

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Field Services and the Executive Director.

POSITION DESCRIPTION: To support IEA’s comprehensive program to organize and assist IEA retired chapters.

RESPONSIBILITIES:

1. Initiates, plans, and conducts leadership training and development for leaders and members.
2. Gathers, organizes, and communicates information to staff and leaders about the program.
3. Works, plans, and collaborates as part of a team.
4. Works independently to accomplish the duties listed in the job description and the assigned components of the plan developed by the team.
5. Assists in planning and promotion of IEA-NEA programs, initiatives and policies.
6. Gathers, organizes and submits data so that IEA-NEA programs and policies can be implemented and maintained.
7. Demonstrates a high degree of interpersonal and communication skills.
8. Demonstrates in-depth problem solving and analysis skills.
9. Performs other appropriate duties as assigned by manager.
10. Assists with the development of IEA-R, conferences and retired council meetings.
11. Develops and initiates plans to recruit new retired members.
12. Coordinates efforts to establish, strengthen and maintain IEA-R chapters.
VACANCY NOTICE
PARAPROFESSIONAL/RETIRED FOCUS
Springfield, Illinois
(Continued)

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

AN EQUAL OPPORTUNITY EMPLOYER