



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

## VACANCY NOTICE

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100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

**June 18, 2020**

**PLEASE POST**

**TEMPORARY COMMUNICATIONS SPECIALIST  
(END DATE: TO BE DETERMINED)  
Springfield, Illinois**

**EFFECTIVE DATE:** To Be Determined.

**HOW TO APPLY:** Candidates must submit an Employment Application Form and other application materials by using the following link [External Apply Here](#).

**INTERVIEWS:** Selected candidates will be invited to interview at a location determined by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the Director of Communications and Executive Director.

**POSITION DESCRIPTION:** Provides graphic design, videography, video editing, photography and technology expertise for the Communications Department.

**RESPONSIBILITIES:**

1. Designs membership promotion materials, as directed. Designs association materials and governance materials, as directed. Works with locals and the Government Relations Department on campaign- or project-related materials.
2. Works with staff and locals to tell member stories, document projects and otherwise use video skills to better the image of the IEA, as directed.
3. Utilizes the Communications Department MAC and PC platforms to design work.
4. Shows proven expertise in using Adobe Creative Suite applications.
5. Provides local and regional training as necessary.
6. Stays abreast of emerging Web and print technologies.
7. Monitors, studies and implements advancements in video technology, editing, production and publication.

## VACANCY NOTICE

### TEMPORARY COMMUNICATIONS SPECIALIST (END DATE: TO BE DETERMINED) Springfield, Illinois (Continued)

#### **RESPONSIBILITIES: (Continued)**

8. Collaborates with fellow communications staff to monitor the graphic design request inbox and other department processes to ensure all materials requested are produced.
9. Makes recommendations to the Department Director for the development of the department budget and takes necessary action required to operate within the approved IEA-NEA budget.
10. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
11. Performs other appropriate duties as directed by assigned management staff.

#### **MINIMUM QUALIFICATIONS:**

1. College degree.
2. At least five years of significant graphic design and layout experience, photography, videography, video editing and video publishing.
3. Proven expertise in using Adobe Creative Suite applications.
4. Proven expertise in videography—from concept to finish.
5. Familiarity with emerging technologies as they pertain to all aspects of video and graphic design.
6. Excellent interpersonal and communications skills.
7. Some training and presentation skills desirable.

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

**AN EQUAL OPPORTUNITY EMPLOYER**