



ILLINOIS  
EDUCATION  
ASSOCIATION  
www.ieane.org

## VACANCY NOTICE

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

**January 9, 2023**

**PLEASE POST**

### **LEGISLATIVE/GOVERNMENT RELATIONS CONSULTANT Springfield, Illinois**

**DEADLINE FOR INTERNAL APPLICATIONS:** January 23, 2023

**EFFECTIVE DATE:** To Be Determined.

**HOW TO APPLY:** Candidates must submit an Employment Application Form and other application materials by using the following links: [Internal Candidates Apply Here](#) or [External Candidates 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 Government Relations and Executive Director. Supervises and directs assigned associate staff.

**POSITION DESCRIPTION:** Serves as a lobbyist, legislative advisor, and government relations consultant for the IEA-NEA.

**RESPONSIBILITIES:**

1. Lobbies on behalf of the legislative program in the Illinois General Assembly, the State Executive Offices, and various committees, commissions, boards and agencies.
2. Assists with the work of various political, legislative, and government relations committees of IEA-NEA.
3. Analyzes legislative voting records and election results.
4. Assists in the preparation of materials for legislative, political and public relations endeavors of IEA-NEA.
5. Plans and conducts legislative, political and public relations training through workshops and other means.
6. Assists with the election activities related to specific campaigns and candidates recommended by IEA-NEA.

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

7. Supervises associate staff, i.e., initial employment recommendation, evaluation and remediation.
8. 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.
9. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
10. Performs other appropriate duties as directed by assigned management staff.

#### **MINIMUM QUALIFICATIONS:**

- College degree or equivalent; teacher experience desirable.
- High degree of organizing skills and capability to deal effectively on an interpersonal basis with members, potential members, leadership and the IEA-NEA administration and Board of Directors is essential.
- Must have a working knowledge of school systems, school financing and school law and capability to effectively organize for and negotiate on behalf of school employees.
- Working knowledge of TRS, SURS, SERS and IMRF preferred.
- Should have capability to effectively assist school employees to organize for political activities.
- Working knowledge of personal computers required.
- Valid driver's license required.

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

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND  
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO  
APPLY.**