



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

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.7383

February 21, 2023

PLEASE POST

MEMBERSHIP ASSISTANT Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: March 7, 2023

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 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 Membership Processing Supervisor, Director of Business Services and Executive Director.

POSITION DESCRIPTION: Processes membership for the IEA-NEA; serves as technical consultant to local leaders on membership problems and procedures.

RESPONSIBILITIES:

1. Reviews accuracy of membership rosters.
2. Processes membership payments.
3. Processes requests for labels, rosters, etc.
4. Maintains membership records, including roster changes.
5. Maintains affiliate records/Funds Receivable System and reports.
6. Performs all clerical functions of the office as directed.
7. Discusses details with local leaders and members, decides if adjustments should be made and corrects statements and rosters.
8. Prepares various regular and special reports for the Director of Business Services.
9. Maintains list of local treasurers and affiliate information.
10. Sends monthly dues notice to locals.
11. Provides training sessions for local treasurers/membership processors on membership processing.

**VACANCY
MEMBERSHIP ASSISTANT
Springfield, Illinois
(Continued)**

RESPONSIBILITIES: (Continued)

12. Prepares Membership Processing Guide and other materials for locals to utilize for updating membership.
13. Handles the yearly conversion of membership.
14. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
15. Maintains a proficiency in using office machines, computer equipment, programs and software provided by IEA-NEA.
16. Acquires an understanding of the structure, operation and function of the IEA-NEA.
17. Utilizes appropriate office procedures as per the IEA-NEA Staff Policy Manual.
18. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
19. Performs other appropriate duties as directed by assigned 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;
- 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 Contract.

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