



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

VACANCY NOTICE

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

March 19, 2024

PLEASE RE-POST

ORGANIZER ASSOCIATE Skokie, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: April 4, 2024

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following links:
[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 assigned field professional staff, assigned Director of Advocacy and Organizing and Executive Director.

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

RESPONSIBILITIES:

1. Assists organizers as they implement membership recruitment programs to increase membership levels and membership engagement of diverse people and groups (e.g., race, ethnicity, gender, sexual orientation, religion, ability, employment job category and other forms of identity) in newly formed and existing locals.
2. Assists the organizers in their efforts to identify, recruit, and develop emerging, diverse and representative leaders.
3. At the direction of the organizers, assists in efforts to build organizational capacity.
4. At the direction of the immediate supervisor(s) and with manager approval, will work in the field to support organizing professional staff.
5. Assists the organizers in gathering, organizing and analyzing data to support the work of identifying organizing potential and building strong locals.
6. Demonstrates in-depth problem solving and analysis skills while working well under pressure.
7. Provides support services, including data entry, secretarial duties and other project work, as directed by assigned professional staff.
8. Regularly interacts with personnel in other field offices and internal departments to research and resolve inquiries.
9. Assists the organizers in the planning and production of strategic communications based on messaging for issues, campaigns, and locals.

VACANCY
ORGANIZER ASSOCIATE
Skokie, Illinois
(Continued)

RESPONSIBILITIES: (Continued)

10. Develops and maintains an understanding of all IEA membership benefits, services and other programs including IEA philosophies, structures, policies and membership eligibility requirements.
11. Demonstrates a high degree of interpersonal and communication skills. Ability to engage effectively and build strategic relationships with diverse people and groups (e.g. race, ethnicity, gender orientation, religion, ability, employment job category, and other forms of identity)
12. Works, plans, and collaborates as part of a team.
13. Handles or assists in handling confidential matters, screens telephone calls and visitors, processes incoming and outgoing mail, creates documents, handles correspondence, proofreading, filing (paper and electronic), messages, and calendars. Performs all other clerical, secretarial and administrative duties of the field office as directed.
14. Assists in maintaining adequate office security; makes sure the office premises are attended (whenever possible) and available to members during normal working hours.
15. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
16. Maintains a proficiency in using office machines, computer equipment, programs and software provided by IEA-NEA.
17. Acquires an understanding of the structure, operation and function of the IEA-NEA.

MINIMUM QUALIFICATIONS:

1. Minimum high school diploma, business college or college desirable;
2. Above average ability in keyboarding, spelling, composition, and math skills;
3. Capable of efficiently handling telephone requests;
4. Ability to work independently and in a team environment;
5. Knowledge and ability to perform basic office accounting functions;
6. Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
7. Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
8. Valid driver's license required.

SALARY AND 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.**