



ILLINOIS
EDUCATION
ASSOCIATION
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VACANCY NOTICE

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February 9, 2024

PLEASE POST

PARAPROFESSIONAL – FIELD SERVICES REGION OFFICE Libertyville and Palatine, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: February 26, 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: Selected candidates will be interviewed at a location determined by the IEA-NEA.

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

POSITION DESCRIPTION: Serves to support the work of the region professional staff, governance and organizers to build capacity at the local level.

RESPONSIBILITIES:

1. Analyzes salary and other comparative data to assist bargaining efforts.
2. Works, plans, and collaborates as part of a team.
3. Works independently to accomplish the duties listed in the job description and the assigned components of the plan developed by the team.
4. Assists efforts in building organizational capacity.
5. Gathers, categorizes and analyzes data to support the work of building and organizing strong locals.
6. Demonstrates a high degree of interpersonal and communication skills.
7. Demonstrates in-depth problem solving and analysis skills.
8. Responsible for the development and management of office and organization-wide trainings and events, as determined by the team.
9. Develops systems and processes to collect and maintain compensation and benefits information, membership data and trends including new and potential membership and other data for internal and external organizing.

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(Continued)

RESPONSIBILITIES: (Continued)

10. Demonstrates a commitment to diversity, equity and inclusion and creating a culture of belonging and teamwork.
11. Performs other appropriate duties as assigned by manager.

QUALIFICATIONS:

- High school diploma required; associate or college degree, desirable;
- Above-average written and verbal communication skills;
- Capable of efficiently handling telephone, e-mail and online requests;
- Knowledge of basic office equipment and technology;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform basic office accounting and advanced database functions;
- Experience and/or training with computer technology and applications, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, Publisher and Teams;
- 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.**