June 11, 2024

PARAPROFESSIONAL – FIELD SERVICES REGION OFFICE
Matteson, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: June 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 Suburban Area Director of Advocacy and Organizing, the Director of Field Services and Organizing and the Executive Director.

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

RESPONSIBILITIES:

1. Researches and 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 at the local and regional levels.
5. Gathers, organizes and analyzes data to support the work of building strong locals.
6. 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.)
7. Demonstrates in-depth problem solving and analysis skills.
8. Responsible for the development and management of office-wide and organization-wide trainings and events, as determined by the team.
9. Develops systems and processes to collect and maintain compensation, benefits and other data.
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:
- Minimum high school diploma; business college or college desirable;
- Above average written and verbal communication and math 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 advanced database functions;
- Experience with computer technology and applications, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Teams, and Zoom;
- Valid driver’s license.

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.