



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

VACANCY NOTICE

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January 17, 2025

PLEASE POST

COMMUNICATIONS ASSOCIATE Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: February 3, 2025

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 Information Management Specialist, Media Relations Director, Communications Specialist, Director of Communications and Executive Director.

POSITION DESCRIPTION: Processes bargaining unit data for the IEA-NEA. Serves as liaison to staff and local leaders for procedures relating to Potential Membership Processing. Provides support to the Communications Department and members.

RESPONSIBILITIES:

1. Receives and processes bargaining unit data in the membership database to ensure accuracy for the organizing program and other IEA departments, including reviewing, extracting, adding, and correcting information. Communicates the results to designated stakeholders.
2. Manages the district list inbox and facilitates discussions about bargaining unit data and processes with staff, local leaders, members, and employer personnel pursuant to inbox messages.
3. Maintains the PM Processing Guide and recommends necessary adjustments, including updates to procedures and corrections to data, to improve the effectiveness of the bargaining unit reconciliation process.
4. Creates, maintains and disseminates informational materials and resources, including slide decks, digital content and printed materials, to encourage district list submission from local leaders and to train IEA staff.
5. As part of a team, develops weekly communication to staff regarding internal projects and programs.
6. Maintains, creates and distributes reports as directed by the supervisor.
7. Works directly with the Information Management Specialist to support data practices and procedure and assists in resolving database questions.
8. Works directly with the Media Relations Director to provide support for crisis periods and/or during statewide campaign efforts.
9. Works directly with the Communications Specialist to support projects, departmental tasks and campaigns.

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COMMUNICATIONS ASSOCIATE
Springfield, Illinois
(Continued)

RESPONSIBILITIES: (Continued)

10. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
11. Demonstrates a strong foundation of intermediate Excel skills to format, sort, filter, find and replace data using functions, formulas, tables, and macros.
12. Handles or assists in handling highly sensitive information, screens telephone calls, processes incoming and outgoing mail, produces documents, handles correspondence, proofreading, filing (paper and electronic), messages, reservations and calendars. Performs other clerical, secretarial and administrative duties of the Communications Department, as directed.
13. Maintains a working knowledge of office machines, including computer equipment.
14. Acquires an understanding of the structure, operation and function of the IEA-NEA.
15. Utilizes appropriate office procedures as per the IEA-NEA Staff Manual.
16. Demonstrates a commitment to diversity, equity and inclusion and creating a culture of belonging and teamwork.
17. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
18. Performs other appropriate duties as directed by assigned administrative and 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;
- Good written and oral communications skills;
- Knowledge and ability to perform basic office accounting functions;
- Personal computer and other office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
- Proficient in Excel, demonstrates intermediate spreadsheet skills;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver's license required.

SALARY AND BENEFITS:

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$17.74 per hour to \$26.75 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 2.

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