



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

VACANCY NOTICE

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

May 21, 2026

PLEASE POST

**TEMPORARY GRANT PROJECT COORDINATOR: NEA GREAT PUBLIC SCHOOLS GRANT –
SOLIDARITY MAPPING: COMMUNITY RESILIENCE IN CHAOTIC TIMES
PARAPROFESSIONAL
Location: To Be Determined**

DEADLINE FOR INTERNAL APPLICATIONS: June 5, 2026

PROJECTED END DATE: April 2027

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 Director of Leadership and Justice, and Executive Director.

POSITION DESCRIPTION: To further IEA's racial and social justice in education work by assisting with the coordination, monitoring, assessment, and member engagement of Grant #4104: Solidarity Mapping: Community Resilience in Chaotic Times

RESPONSIBILITIES:

1. Acquires an understanding of the structure, operation, and function of IEA-NEA and assists in the planning and promotion of grant-related activities.
2. Supports the Leadership and Justice Department to further IEA's mission and commitment to advance the core values and strategies of embedding racial and social justice and organizing into grant project activities.
3. Under supervision, drafts and completes grant applications and reports according to application and submission requirements.
4. Utilizes platforms such as, but not limited to, NEA360 and PowerBi, to collect, monitor, organize and distribute data to assist IEA staff with organizing efforts.
5. Develops and maintains specialized databases and systems for recording and tracking grant awards and related information.
6. Creates and distributes standard and special reports, studies, summaries, and analyses.
7. Assists with formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
8. Assists with the monitoring and evaluation of distinct program activities, projects, and events of the grant.

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(Continued)

RESPONSIBILITIES: (Continued)

9. Assists with the planning and support of ongoing member engagement such as supporting Learning Communities, connecting Emerging Activists to professional development opportunities, and supporting community partnerships and alliances.
10. Performs other related duties as assigned.
11. Ability to apply principles of equity, organizing, and racial and social justice to work products, as well as to, decision-making and professional interactions.
12. Demonstrates a high degree of culturally appropriate interpersonal skills. Interacts appropriately with staff, members, governance, and the public.
13. Can effectively and appropriately communicate across differences.
14. Excellent verbal and written communication.
15. Proficient in Microsoft Office Suite or related software.
16. Extremely organized and meticulous with details.
17. Excellent project management skills and ability to prioritize work and resources.
18. Ability to meet deadlines.
19. Ability to interpret financial data and prepare budgets and financial grant reports.
20. Ability to be discreet with personal information that may be needed for grant activities.

QUALIFICATIONS:

- Minimum high school diploma, business college or college desirable;
- Above average ability in typing, spelling, composition and math skills;
- Knowledge of basic office machines;
- Ability to work independently;
- Knowledge and ability to perform basic office accounting functions;
- Knowledge of computer technology including but not limited to Microsoft products, including Microsoft Windows and Excel;
- Valid driver's license required.

SALARY & BENEFITS:

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

External candidates: Salary range - \$21.06 per hour to \$31.87 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 3. Salary placement and benefits eligibility for external candidates are in conformance with the IEA-NEA/IEASO Associate Staff Contract for Temporary Employees.

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