



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

VACANCY NOTICE

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JUNE 22, 2026

PLEASE POST

**ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FIELD SERVICES AND
ORGANIZING
Location: To Be Determined**

The Illinois Education Association-NEA is seeking qualified candidates to fill the above-named position on the IEA-NEA administrative staff.

DEADLINE FOR INTERNAL APPLICATIONS: July 6, 2026

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 Field Services and Organizing and Executive Director.

POSITION DESCRIPTION: Serves as technical assistant and confidential secretary to the Director of Field Services and Organizing; makes recommendations for procedures and management of the department.

RESPONSIBILITIES:

1. Handles and/or assists in handling confidential matters; screens telephone calls and visitors; handles correspondence, filing, messages, calendar, and other secretarial duties.
2. Performs all clerical functions of the office as directed.
3. Works directly with the Director of Field Services and Organizing and relays communications from the Director of Field Services and Organizing to the Directors of Advocacy and Organizing and/or UniServ Directors.
4. Coordinates UniServ office procedures with UniServ staff.
5. Works with the Director of Field Services and Organizing to coordinate UniServ crisis activities.
6. Coordinates, assigns, and follows-up on miscellaneous projects delegated to the Field Services Department, i.e., statewide committees assigned to Directors of Advocacy and Organizing, etc.
7. Advises and assists the Department's other administrative and associate staff.
8. Assists in the training of new Field Services administrative and associate staff.
9. Updates and disseminates Membership Density Reports.

**VACANCY
ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FIELD SERVICES AND
ORGANIZING**

**Location: To Be Determined
(Continued)**

RESPONSIBILITIES: (Continued)

10. Maintains confidential files on Department staff (e.g., records of evaluations, vacation, sick leave) and grievances.
11. Assists the Directors of Advocacy and Organizing in annual budget preparation and maintains confidential budget file.
12. Prepares materials and reports for the Directors of Advocacy and Organizing for presentation to the IEA-NEA Board of Directors.
13. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
14. Maintains a working knowledge of current office technologies, digital platforms and productivity software used across the organization.
15. Acquires an understanding of the structure, operation and function of the IEA-NEA.
16. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
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 management staff.

QUALIFICATIONS:

- Minimum high school diploma, business college or college desirable;
- Minimum typing speed of 65 words per minute;
- Above average ability in spelling, composition, and math skills;
- Capable of efficiently handling telephone requests;
- Personal computer and other basic office machine experience or training required;
- Ability to work independently;
- Knowledge and ability to perform the basic office accounting functions;
- Knowledge of Microsoft Office Suite including Word, Access, Excel, Outlook, PowerPoint and Publisher and Internet required;
- Valid driver's license required.

SALARY & BENEFITS:

Salary range - \$63,872 per year to \$74,746 per year.

Fringe Benefits - In accordance with the IEA-NEA/IEASO Associate Staff Contract. See Associate Staff Benefits Summary at <https://ieanea.org/about/employment/>

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