



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

VACANCY NOTICE

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

AUGUST 6, 2026

PLEASE POST

LEADERSHIP AND JUSTICE ASSOCIATE STAFF Springfield, IL

DEADLINE FOR INTERNAL APPLICATIONS: August 20, 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 assigned professional staff, Assistant Director of Leadership and Justice, Director of Leadership and Justice, and Executive Director.

POSITION DESCRIPTION: To support the Department of Leadership and Justice by providing administrative support to professional staff and department programs. Performs a variety of administrative duties of a highly responsible nature; maintains efficient office procedures and practices designed to offer greatest support to the department and membership.

RESPONSIBILITIES:

1. Acquires an understanding of the structure, function and operation of the IEA-NEA as a union and provides support in the planning and promotion of IEA-NEA programs and initiatives related to the functioning of the Leadership and Justice Department.
2. Supports the Leadership and Justice department to further IEA's mission and commitment to advance the core values and strategic priorities of embedding organizing and racial and social justice in organizational programs, initiatives, and policies.
3. Develops and/or increases personal knowledge of equity concepts, such as but not limited to, systemic and institutional oppression and social bias, cultural competency, implicit bias, diversity, inclusion, and racial and social justice.
4. Maintains and organizes files (paper and digital); maintains an inventory of equipment, office furniture, equipment, and resources; recommends ordering when necessary; utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
5. Answer/screen/respond to phone calls/inquiries; process incoming and outgoing mail; greets visitors; provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to the appropriate personnel.
6. Type, proofread and format documents, letters and reports; enter data in spreadsheets, databases, or software systems; assists in preparing presentation or reports.

VACANCY
LEADERSHIP AND JUSTICE ASSOCIATE STAFF
Springfield, IL
(Continued)

RESPONSIBILITIES: (Continued)

7. Support scheduling for supervisors, managers, and department functions; assists with the preparation and set-up of meetings/conferences/events which can include securing hotel, conference, and meeting space; ordering food and technical support and preparing documents/materials. Provides on-site support as directed.
8. Maintains a proficiency in using office machines, computer equipment, programs, and software, including but not limited to Microsoft Outlook, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, provided by IEA-NEA.
9. Enters and maintains membership data in NEA360 in support of department programs, initiatives, events/conferences; produces accurate data reports as directed; generates reports or findings using IEA-NEA data, internet searches, or other sources as requested.
10. Maintains accurate office expense records and assists with the processing of vouchers for payment of expenses as appropriate.
11. Assists with the development and monitoring of the department website and electronic resources as directed.
12. At the direction of the immediate supervisor(s) and with manager approval, will work in the field to support professional staff.
13. Demonstrates a high degree of interpersonal and communication skills. Interacts appropriately with staff, members, and the general public. Has the ability to effectively work as part of a team and with a variety of different people, personalities, and perspectives.
14. Performs other appropriate duties as directed by assigned professional and management staff including meeting the evolving needs of the department, our members and the organization.

QUALIFICATIONS:

1. Minimum high school diploma, business college or college desirable;
2. Above average ability in keyboarding, spelling, composition, and math skills;
3. Capable of efficiently handling telephone requests;
4. Ability to work independently and in a team environment;
5. Knowledge and ability to perform basic office accounting functions;
6. Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
7. Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
8. Valid driver's license required.

SALARY & BENEFITS:

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

External candidates: Salary range - \$18.67 per hour to \$28.15 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.**