INTERNAL / EXTERNAL NOTICE OF POSITION OPENING

Position: AEA Executive Assistant to Governance and Management

Date of Posting: Wednesday, February 5, 2020

Close of Posting: Friday, February 14, 2020 at 5pm

Staff Relationship: Responsible to the AEA Executive Director

Application: Please submit your résumé and 3 reference names to:

Arizona Education Association
Attn: Tamiko McMichael
345 E. Palm Lane
Phoenix, AZ 85004

fax: 602-240-6887
email: Tamiko.McMichael@ArizonaEA.org

Should your résumé generate further interest, AEA will send you an Employment Application. This completed application must be submitted for any further employment consideration.

Responsibilities: The Executive Assistant is a confidential, non-bargaining unit, employee who reports directly to the Executive Director. The position administratively supports the AEA Officers, the AEA Board of Directors, the Executive Director, and the Management Team. The Executive Assistant manages the governance function of the organization. The position is responsible for the planning, managing, and executing the logistics of all events and conferences for the Arizona Education Association.

Administrative responsibilities shall include but not be limited to working with AEA Officers, Board of Directors, and management to:

- Compose and distribute correspondence;
- Create and distribute weekly communiques;
- Arrange for domestic travel; and
- Schedule and maintain calendars and appointments.

Governance administration responsibilities shall include but not be limited to working with the AEA Officers, Board of Directors, and management to:

- Plan, coordinate, and administer Board of Directors’ meetings (weekends) and other governing meetings;
- Manage the governance function of the organization including document management and compliance to governing documents, policies, and procedures; and
- Administer association elections for representation. Train local affiliates on appropriate election procedures.

Event management responsibilities shall include but not be limited to working with management, staff, local affiliates and members to:

- Plan, coordinate, and manage the association’s conferences and events;
- Research conference venues and engage in negotiating contracts with hotels and conference sites; and
- Train staff in good practices for event planning and management.
Qualifications:
- BA / BS preferred
- Experience with Association, Labor Union, non-profits, or not-for-profit organizations
- Experience as a manager or executive assistant supporting multiple executives
- Experience with Association, Labor Union, non-profits, or not-for-profit organizations
- Expertise in event management or project management. Certified Meeting Planner credentials preferred
- Knowledge and support of Arizona’s public schools

Skills:
- Mastery of Microsoft Office products
- Proficient in the use of technology and social media platforms
- Exceptionally organized and detail oriented
- Highly effective in prioritizing workload and meeting established deadlines
- Public speaking and adult training skills
- Strong written and verbal communication skills
- Demonstrates maturity and tact with challenging situations and people
- Ability to work long and irregular hours; evenings and weekends, including at least 14 Saturdays
- Ability to travel to in-state and out of state meetings and trainings
- High ethical standards and respect for confidentiality

Salary Range:
$64,689 to $88,858 per year, commensurate with experience and training

Benefits:
Excellent benefits including medical, dental, life insurance, pension and a generous leave package.

The Arizona Education Association is an equal opportunity employer with an affirmative action employment program.