INTERNAL/EXTERNAL NOTICE OF POSITION OPENING

Position: Associate for Advocacy & Bargaining/Associate for HQ Region

Date of Posting: Thursday, June 18, 2020

Close of Posting: Thursday, June 25, 2020 at 5 pm (Internal closing)
Thursday, July 9, 2020 at 5 pm (External closing)

Staff Relationship: Responsible to the AEA General Counsel

Application: A person interested in applying for this position should submit a letter of interest and résumé by mail, email, or fax to:

Tamiko McMichael, 345 East Palm Lane, Phoenix, AZ 85004
Email: Tamiko.McMichael@ArizonaEA.org Fax: 602-240-6887

Overview of Position: The Associate for Advocacy & Bargaining primarily works with the AEA General Counsel and the Organizational Consultant for Advocacy & Bargaining to coordinate and facilitate the delivery of advocacy and legal services and to provide bargaining support. In this role, this person provides legal secretarial, financial recordkeeping, paralegal, and administrative support to the AEA Advocacy & Bargaining Team, administers an online advocacy platform and a computerized account system for legal billing program, collects data and assists in development of bargaining resources, and performs other administrative tasks. The Associate is a member of the Advocacy & Bargaining Content Team. This person also works to some degree with Organizational Consultants associated with AEA’s Headquarters (HQ) Region on field and organizing efforts.

Skills:

- Excellent customer service orientation including verbal, written and interpersonal skills via in-person contact, email, and telephone;
- Attention to detail and ability to work effectively in a fast-paced environment while juggling multiple tasks at a time;
- Effectively organize and prioritize workload and manage time efficiently;
- Ability to work independently on assigned tasks and accept direction on given assignments while responding timely to communications;
- Ability to provide administrative and secretarial assistance, including complex legal secretarial work;
- Ability to draft and file documents as needed under attorney supervision;
- Proficient in computer use and word processing;
- Legal and financial records maintenance;
- Making and organizing public records requests for use in the field;
- Ability to respond timely to internal and external electronic and verbal communications;
- Accurate word processing at 70+ w.p.m.;
- Ability to perform accurate bookkeeping; and
- Ability to operate multi-line telephone systems.

Qualifications:

- Proficient in data entry associated with legal invoices and other records;
- Demonstrated organization and administrative skills with high attention to detail;
- Three years recent legal, secretarial and/or bookkeeping experience (or similar experience);
- Knowledge of basic legal terminology, documents and procedures (experience in labor, education, or employment law preferred);
- Proficient in use of Microsoft Office package, including Microsoft Word, Excel, Outlook, PowerPoint, and other online programs as needed;
- Exceptional organizational and administrative skills;
• Skill in gathering and articulating information, initiating and using good judgment in making decisions;
• Ability to communicate clearly and patiently with individuals in crisis;
• Ability to juggle competing deadlines and responsibilities;
• Written communication skills, including ability to draft correspondence and proofread documents;
• Interpersonal skills, including the ability to work individually and as part of a team;
• Skill in establishing and maintaining confidential records, including legal files, research files, and financial records;
• Interest in public education and advocacy on behalf of school employees; and
• High ethical standards and respect for confidentiality.

Salary: Annual salary range is $34,283 to $53,184 (commensurate with experience and training).

Benefits: Excellent benefits consistent with the AEA/AEASO Collective Bargaining Agreement.

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