EXTERNAL POSTING  
VACANCY ANNOUNCEMENT

Job Title: Member Benefits Specialist  
Classification: Professional B, FSO Bargaining Unit  
Supervisor: Organizing and Field Services Regional Manager  
Location: Lee County Florida  

Position Summary: The Florida Education Association seeks candidates to join the Island Coast Service Unit as a Member Benefits Specialist. This position assists the Island Coast Service Unit directors and the Department of Organizing and Field Services management through creating and implementing membership benefit campaigns and organizing initiatives. This position directly interacts with FEA members to educate them on how to best maximize all available member benefits.

Specific Responsibilities:

1. Assist the professional and management staff of the Island Coast Service Unit and Department of Organizing and Field Services (OFS) in the development and implementation of marketing plans for existing member benefits.
2. Under the direction of the professional and/or management staff of OFS, advise members regarding all available member benefits including but not limited to those available from FEA, AFT, NEA, and AFL-CIO.
3. Assist the professional and management staff of the Island Coast Service Unit with membership training including assistance with informational flyers and mailings as it relates to available member benefits.
4. Assist Island Coast Service Unit Staff in using member benefits in the planning and implementation of membership development and organizing initiatives.
5. Provide research assistance regarding member benefits to professional and management staff of the Island Coast Service Unit as requested.
6. Perform other duties as assigned by the OFS Regional Manager and OFS Director.
7. Perform other duties as assigned.

General Responsibilities:

1. Acknowledge and support the advancement of FEA’s vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA’s vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and in accordance with FEA Policies and Procedures.
**Compensation & Benefits:** The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.

**How to Apply:** Interested candidates should submit a cover letter and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates that apply on or before **February 28, 2020** will receive preferential treatment.

**FLORIDA EDUCATION ASSOCIATION**
**IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA’s Office of Human Resources at 850-201-3215 or feahr@floridaea.org to request an accommodation during the application process.