EXTERNAL POSTING
VACANCY ANNOUNCEMENT

Job Title: Secretary, Island Coast Service Unit
Job Classification: Secretarial - FSO Bargaining Unit
Supervisor: Director of Organizing & Field Services
Location: Fort Myers, Florida

Position Summary: The Florida Education Association seeks a professional secretary to support the Island Coast Service Unit team. This position requires an individual who consistently exhibits excellent customer service skills, is self-motivated to research and resolve issues, and is detail-oriented and organized.

Qualifications: At least two years of professional administrative experience is required. A high school graduate with one or two years of college or advanced training is preferred. Proficiency in MS Office Suite including Word, PowerPoint, Outlook, and Excel is required. Familiarity with the operations of a membership organization or labor union is desirable. Must possess the ability to professionally communicate both orally and in writing. Must possess the ability to understand and adhere to departmental operations and procedures. Bilingual is highly desirable.

Specific Responsibilities:

1. Provide a variety of administrative support to the Island Coast Service Unit professional staff including, but not limited to, maintaining organized hardcopy and electronic files, maintaining calendars, coordinating business travel, processing incoming and outgoing mail, serving as the primary receptionist, and preparing written correspondence.
2. Provide excellent customer service to members via the telephone, email, and in-person.
3. Coordinate membership processing and maintenance of membership records.
4. Coordinate with FEA’s finance staff to ensure the timely submission of member dues and processing of invoices.
5. Prepare and distribute reports on local association matters, Coordinating Council, and other governance activities.
6. Coordinate meetings, conferences, conventions, workshops, and facilitate acquisition and participant registration.
7. Order and maintain the inventory of office supplies for the Service Unit office, including transmission of all monthly billings to the FEA Headquarters.
8. Maintain accurate and organized financial records for the Service Unit.
9. Prepare and file legally required notices and reports.
10. Research and distribute information requested by officers, directors/managers, staff, and members.
11. Manage and coordinate special projects as assigned.
12. Perform other duties as assigned by the Service Unit Directors, Regional Manager, or Director of Organizing and Field Services.

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 June 23, 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.