EXTERNAL POSTING
VACANCY ANNOUNCEMENT

Job Title: Part-time Secretary, Peace River Basin Service Unit
Job Classification: Part-time Secretarial - FSO Bargaining Unit
Supervisor: Director of Organizing & Field Services
Location: Sebring, Florida

SUMMARY:
This is a part-time secretary position that reports to the Director of Organizing and Field Services. This position provides a wide variety of administrative support to the Service Unit Director and field service unit staff. This position routinely manages requests for information from staff, leaders, and members of the public. This position will work 20 hours each week.

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.

DUTIES AND RESPONSIBILITIES:
1. Typing and filing correspondence for Service Unit staff to support members, leadership, and employees.
2. Answer telephone, take messages, and serve as administrative assistant/receptionist for the Service Unit office.
3. Coordinate meetings, conferences, conventions, workshops, and facilitate acquisition and participant registration.
4. Prepare and distribute reports on local association matters, Coordinating Council, and other activities.
5. Order and maintain the inventory of office supplies for the Service Unit office, including transmission of all monthly billings to the FEA Headquarters.
6. Receive, open, and distribute daily mail, including email.
7. Coordinate membership processing.
9. Prepare and file all legally required reports.
10. Perform other duties as assigned by the Service Unit Director or Regional Manager.

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. This position is not eligible for health insurance. This position is eligible for accidental death and dismemberment insurance, life insurance, and vision insurance with no monthly employee premiums.
**How to Apply:** Interested candidates should submit a statement of interest and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. **Candidates that apply on or before February 12, 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.