

**EXTERNAL POSTING
VACANCY ANNOUNCEMENT**

Job Title: Secretary, United Faculty of Florida
Job Classification: Secretarial - FSO Bargaining Unit
Supervisor: Director of United Faculty of Florida
Location: Tallahassee, Florida

Position Summary: Secretary reports to the Director of United Faculty of Florida and provides administrative and staff support to UFF.

Qualifications:

- High school graduate with one or two years of college or advanced training preferred.
- Accuracy in regular and statistical typing.
- Proficiency in personal computer software programs including Microsoft Office Suite.
- Familiarity with the operations of a membership organization or labor union is desirable.
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to work effectively under pressure.
- Ability to understand UFF and FEA departmental operations and procedures.
- Ability and willingness to work as part of a team.
- Strong interpersonal skills.

Responsibilities:

- Typing, filing and correspondence for Service Unit professional staff.
- Answer telephone, take messages and serve as receptionist for the UFF Service Unit office.
- Assist with the coordination of conferences, conventions, workshops, and facilities acquisition and participant registration.
- Handle routine requests for information from staff, leaders and the public.
- Prepare and distribute reports on UFF, UFF Senate and other governance activities.
- Assist with ordering and maintaining the inventory of office supplies for the UFF Service Unit office, including transmission of all monthly billings to the FEA Headquarters.
- Receive, open and distribute daily mail, including E-mail.
- Coordinate membership processing and maintenance of UFF membership records.
- Keep necessary financial records of UFF.
- Maintain UFF PAC records and submit required reports to the Division of Elections"
- Prepare and file all legally required reports.
- Perform other duties as assigned by the UFF Service Unit Executive Director and Director of Organizing & Field Services.

Compensation & Benefits: Salary per the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. Employer-provided hospitalization, medical, dental, vision, life and long-term-disability insurance; employer-paid retirement; vacation, sick leave, and holidays.

To Apply: Interested applicants should email a statement a cover letter and resume to feahr@floridaea.org

APPLICATION DEADLINE: Open until filled.

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.