

Maine Education Association

Vacancy Announcement

POSITION: Full-Time UniServ Assistant – South Portland Office

DATE OF POSTING: July 2, 2021

APPLICATION DEADLINE: Open until filled

APPLICATION PROCEDURE: Send letter of application to:
Maine Education Association
Attn: Erin Noyes
35 Community Drive, Augusta, ME 04330

The Maine Education Association is a professional education association/labor union that represents nearly 24,000 public school educators in 278 locals statewide. The MEA is an affiliate of the National Education Association.

Responsibilities:

- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing and filing
- Meet and greet members/visitors
- Advanced data entry skills
- Customer Service Skills
- Maintain hard copy and electronic filing system
- Computer proficiency required, including advanced skills in Microsoft Word, Excel, PowerPoint and Outlook
- Maintenance of operations during work hours
- Assists with other staff to facilitate delivery of a full-service program to our members
- Assist with the preparation and scheduling of meetings
- Assist UniServ Director with sending out email communications (Newsletters) to their locals
- Excellent attention to detail
- Perform other duties as assigned

Qualifications:

- Commitment to the goals of the MEA/NEA
- Knowledge of Association practices and procedures
- Professional verbal and written communication skills
- Skills in gathering and articulating information
- Advanced skills required for providing support services
- Ability to be flexible and handle multiple tasks
- Bachelor's Degree preferred

MEA is an Equal Opportunity, Affirmative Action Employer