



### Job Posting

**POSITION TITLE:** Membership Associate  
**DEPARTMENT:** Business, Finance & Membership Processing  
**IMMEDIATE SUPERVISOR:** Chief Financial Officer/Director  
**EMPLOYEE GROUP:** GSO Bargaining Unit, Schedule C  
**LOCATION:** GAE Headquarters  
**HOURS/STATUS:** Full Time /Permanent  
**SALARY:** Negotiated  
**CLOSING DATE:** 6/24/2022, 5:00p.m. EST

**POSITION OVERVIEW:** The GAE Membership Associate reports to the CFO. They are responsible for processing membership applications in an accurate and timely manner to ensure the organization's financial sustainability. GAE seeks an individual that thrives on data input, billing, training others, communicating with local associations, and developing effective relationships. This position is best suited for someone who loves working with people of diverse backgrounds and is passionate about public education.

**GAE Motto:** *We exist to support, protect, and strengthen those who nurture Georgia's children*

### QUALIFICATIONS:

- Associate Degree preferred
- Knowledge of Microsoft-Excel, Publisher; PowerPoint and Word
- Knowledge of web based application and strong oral and written communication skills
- Knowledge of Microsoft Office Suite
- 2-3 years experience of data processing experience
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Georgia

### ABILITIES AND SKILLS:

The successful applicant must be able to demonstrate proficiency in:

- Effective consulting/counseling/advising with association leaders, members, and all levels of association management, governance, and staff.
- Effective listening, strategic thinking, and time management.
- Establishing and maintaining effective working relationships with outside political leaders, government officials, education organizations, unions, and other coalition partners.

- Working with and maintaining data and information of a confidential and proprietary nature.
- Exercising discretion with sound judgment.
- Demonstrating initiative, creativity and resourcefulness.
- Performing duties with a high level of efficiency, accuracy and integrity.

## **RESPONSIBILITIES:**

**I. Provide Service to GAE Members.** Respond to members inquiries and needs in a courteous, efficient, and timely manner including:

- Assist members, prospective members, local association leaders, and representatives with information related to membership status, eligibility, dues amount, and other related matters
- Provide local associations with membership rosters, labels, and reports as required
- Serve as a liaison to the local association treasurers, presidents, and membership chairs with questions regarding their rosters and billing statements
- Provide timely information to local leaders regarding dues amounts, transmittal agreements.

**II. Membership Processing.** Perform all functions of membership processing, including:

- Process membership renewals, additions, deletions, local association changes, and address changes
- Process dues deposits, EFT deposits, and returns and individual check dues receipts.
- Reconcile monthly EFT dues bank account and prepare related accounting entries.
- Reconcile membership to the billing statements
- Maintain accurate and up-to-date files of NEA/GAE/LEA members within assigned areas
- Maintaining accurate dues information, including transmittal percentages on the IMS system
- Update and maintain accurate information on the IMS system, including local associations' and employers' names, addresses, telephone numbers, contacts, and work locations
- Process and maintain accurate role rosters for association leaders
- Process local school district disbursements as required on a weekly basis.
- Enter deposits into Funds Recievable System and prepare voucher for payment
- Coordinate and maintain utilities tables, including dues, membership types.
- Plan, coordinate and process renewal membership rosters, forms, and cards
- Process, print, and save as directed, all monthly membership and accounts receivables and disbursements reports.

**III. Online Enrollment Form.** Update, maintain, and process member enrollment forms in the GAE online Enrollment program. Work with consultant and management to update and maintain form as needed.

- Process Reports. Perform all functions related to report processing using the IMS system, Impromptu, Microsoft Word, and Excel, including:
- Process all required rosters and labels, including renewal, verification, purge, election, and delegate rosters
- Process all custom reports, labels, and membership cards using the IMS system as required
- Prepare disk files as required for outside mailing services and local associations

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*

- Serve as an Administrator on the NEA 360 Software platform –assist staff in accessing and working within the system
- Process GAE mail (incoming and outgoing); maintain and update postage machine; maintain USPS and UPS accounts; prepare monthly postage reports; order supplies as needed.
- Assist other division personnel when required
- Assist GAE with membership promotion and retention
- Support the approved vision, mission, and goals of the GAE.
- Respond to inquiries from leaders, staff, affiliates, and members in a timely and competent manner.

Perform other duties as assigned by the Chief Financial Officer.

Perform other duties as assigned by the Executive Director or designee.

To apply for the GAE's Membership Associate position, send a cover letter and resume to Mindy Bartholomew Smith at [mindy.smith@gae.org](mailto:mindy.smith@gae.org). Deadline to apply is Friday, June 24, 2022 at 5:00p.m. eastern.

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