

MAINE EDUCATION ASSOCIATION

Data & Organizing Assistant

DATE OF POSTING: November 3, 2022
APPLICATION DEADLINE: Close of Business – November 21, 2022
APPLICANT: Send a resume and cover letter to:
Rachelle Bristol, Executive Director
rbristol@maineea.org
Maine Education Association,
35 Community Drive, Augusta, ME 04330

POSITION: Full-Time Program Assistant to the Collective Bargaining and Government Relations Departments – Augusta Office

General Description of Position Function and Purpose:

Primary responsibility is to provide support for the Association's Collective Bargaining & Research, and Government Relations/Political Organizing work by assisting the Program Directors and others in their assigned activities.

Position Description Requirements:

- Assists with the analysis and comparisons of all MEA contracts regarding members' salaries, benefits, and other specific information that is monitored by the MEA. Maintains the contract database and other data collection tools as appropriate. Assists in the development of tools and the collection of information needed to support collective bargaining and issue organizing.
- Assists with the implementation of MEA's legislative and political action work; assists with the collection and analysis of data to drive the legislative and political organizing work of the Association.
- Assists the Program Directors in both GR & CBR with the scheduling and preparation of meetings, trainings, and organizing programs.
- Establishes and maintains office files and library in paper, electronic or other format as appropriate.
- Maintains telephone and office coverage during regular business hours as assigned.
- Maintains a working knowledge and understanding of MEA policies, programs, and procedures, and promotes the implementation of, and adherence to such policies, programs, and procedures.
- Maintains contact with and works in a cooperative manner with other members of the MEA Staff, MEA Management, the MEA Board of Directors, and the elected local leadership of the Association.
- Promotes a positive image of the MEA and the benefits of MEA membership to local association leaders, members, and potential members at all times.
- Participates in special assignments and projects designed to further the goals and objectives of the MEA.
- Performs the necessary routine requirements including the timely submission of expense vouchers, leave requests, activity reports, and other administrative requirements as assigned.
- Performs other duties as assigned.

Qualifications:

- Commitment to the goals of the MEA/NEA
- Knowledge of Association practices and procedures

- Computer proficiency required, including advanced skills in Microsoft Word, Excel, PowerPoint and Outlook
- 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