

# MAINE EDUCATION ASSOCIATION

## Member Communications & Engagement 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 Communications and Training and Early  
Education Engagement Departments – Augusta Office

### **General Description of Position Function and Purpose:**

Primary responsibility is to provide support for the Association's Communications, and Training and Early Educator Engagement (TE3) work by assisting the Program Directors and others with Department priorities and assigned activities.

### **Position Description Requirements:**

- Assists in the design, production, and distribution of the TE3 Program publications and materials. Maintains databases necessary to track and manage conference registrations and member engagement activities.
- Assists the Communication Department to distribute timely and relevant information to members through multiple channels and track data related to such communications.
- Assists the Program Directors in both Communications & TE3 with the scheduling and preparation of meetings, trainings, and engagement programs.
- Establishes and maintains office files in paper, electronic or other format as appropriate.
- Maintains telephone, chat 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