

## **UniServ Assistant – Bangor, ME**

DATE OF POSTING: January 20, 2023  
APPLICATION DEADLINE: Close of Business – February 6, 2023  
APPLICANT: Send letter of interest and resume to:  
Rachelle Bristol, Executive Director  
Maine Education Association,  
35 Community Drive, Augusta, ME 04330  
or rbristol@maineea.org

POSITION: Full-Time UniServ Assistant for UniServ Districts 8 & 11, Bangor  
Office

### 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

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