

MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

M 36-20-21

POSTING DATE: June 15, 2021

TERMINATION DATE FOR APPLICATIONS: June 22, 2021

POSITION: **PUBLIC AFFAIRS ASSISTANT**

COMPENSATION/BENEFITS: Per ASO/USO Contract
Grade F

STAFF RELATIONSHIP: Responsible to Doug Pratt
Director of Public Affairs

EMPLOYMENT DATE: July 19, 2021

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

The Public Affairs Assistant supports the department's work in communications, legislative and political operations.

Work involves authoring and editing content for member and leader communications, including print, email and social media, and editing copy for AP style and grammar. Must demonstrate exemplary English usage, grammar, punctuation and spelling skills as well as the ability to develop a thorough understanding of department practices, services, goals and policies.

Work involves providing secretarial services, as well as preparation and maintenance of certain financial records. The work involves preparation of reports based on the records of the department and the association, as well as the maintenance of files, many of which are highly specialized and confidential.

Public Affairs Assistant

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BASIC PERFORMANCE EXPECTATIONS (continued):

Employee works under general supervision as part of the department team, but should also possess the ability to work alone exercising independent judgment and creativity within established guidelines. Work requires attention to detail. Employee should possess a demonstrated ability to set priorities, multitask, and establish and meet appropriate project and task deadlines. Employee is expected to provide support to and show interest in other aspects of the Public Affairs Department.

This job requires the ability to establish and maintain effective working relationships with the public, members, leaders, staff, management and vendors.

ASSIGNED DUTIES:

Proof and edit communications materials, such as stories, e-newsletters, social media posts, marketing materials and other documents. Ensure compliance with Associated Press Style Guide and MEA corporate style.

Write social media posts and other brief content for MEA communication vehicles.

Track and route incoming media requests and resulting stories, working with MEA staff and governance to ensure compliance with reporter deadlines.

Maintain PAC and legislative records including local PAC balances, contribution tracking, candidate recommendations, check requests, lobbying history and key vote tracking.

Support the work of the MEA Communications Committee and the MEA-PAC Council, Governing Board and Statewide Screening & Recommending Committee, plus other governance committees involved with department work.

Process financial documents such as bills, invoices, vouchers, purchase orders, balance books and reports.

Maintain various clerical, fiscal and other records.

Order supplies for the department.

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ASSIGNED DUTIES (continued):

Provide assistance to department by screening calls, visitors, and mail; perform public relations duties through contacts with visitors, callers, and general liaison with other organizations; maintain a variety of files, mailing lists, and directories.

Make appointments and reservations; reply to inquiries from callers, visitors, or other association staff; help coordinate conferences and meetings.

Prepare material for distribution.

Distribute work assignments to temporary employees.

Perform other job related duties as assigned from time to time.

MINIMUM REQUIREMENTS:

Associate's Degree with emphasis in marketing, communications, English, journalism, political science or related field; or a high school diploma with a minimum of five years of relevant communications, legislative or political experience. Bachelor's Degree preferred.

Demonstrated ability to write communications, which are clear, concise and complete, including social media, mass email communications, marketing and/or public relations materials.

Experience and training which provide the following abilities, skills and knowledge:

- Strong writing and editing skills;
- Considerable knowledge and command of English usage, grammar, spelling, punctuation and proofreading;
- Highly accurate proofreading ability;
- Demonstrated ability to set priorities, juggle multiple priorities and establish appropriate task and project deadlines and meet them;
- Ability to operate a personal computer and common office equipment, with demonstrated proficiency with Microsoft Word, Excel, Access and PowerPoint;
- Ability to communicate tactfully, courteously and effectively;
- Ability to use sound judgment in making decisions, to work independently on responsible and confidential assignments.

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MINIMUM REQUIREMENTS (continued):

- Ability to process and maintain moderately complex administrative and fiscal records;
- Knowledge of the internal and external functions of the association;
- Ability to attend division/department functions when overnight absence (away from home) is required.

TESTING:

Typing:	30 wpm, 98% accuracy
Writing Test:	P/F
Proofreading:	70%
Computation:	70%
Language Skills:	75%
Vocabulary Skills:	75%
Secretary III:	70%

June 9, 2021