

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 28-22-23

POSTING DATE: May 10, 2023

TERMINATION DATE FOR APPLICATIONS: May 17, 2023

POSITION: **CREATIVE PROJECTS TEAM
SPECIALIST
East Lansing**

COMPENSATION/BENEFITS: Per ASO/USO Contract
Grade E

STAFF RELATIONSHIP: Responsible to Gus Schowengerdt
Associate Manager, Creative Services

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573
(517) 337-5454 (fax)
jobpostings@mea.org

BASIC PERFORMANCE EXPECTATIONS:

This position will be responsible for the mailroom, stockroom, mailing list maintenance, job requests and bindery.

Work involves the responsibility of assisting the Associate Manager with coordinating the flow of design and print work through each stage of operation. It includes assigning and tracking job requests and participating in all stages of work in progress when needed. It also includes monitoring the timing of job request and working with the Associate Manager and other staff to successfully complete jobs by their due date.

This job requires the ability to provide back up to the Mail Services, Bindery and Machine Coordinator. This may include coordinating, mentoring, monitoring and evaluating temporary employees and reporting issues to the Associate Manager.

Duties may also include some heavy work such as loading and unloading mail bags, trucks, boxes, skids, equipment, bulk paper and other supplies. The job requires the ability to establish and maintain effective working relationships with staff and management.

The employee in this position will work under general supervision with considerable independence.

ASSIGNED DUTIES:

Assist in sorting incoming mail; pick up, weigh and meter outgoing mail; prepare necessary postal and other company records; assist in delivery of mail to and from the post office.

Participate in mailings, including any necessary recording and organizing.

Update addresses from returned mail and verify membership status for member benefit cards, as needed.

Data retrieval, list manipulation for variable data jobs, creating Cass Reports, utilizing list scrubbing software and mailing/printing software for successful completion of variable data job requests. Receive or retrieve data, scrub addresses for USPS qualification and set up data within a variable-data format for print using netFORUM, Excel, SmartMailer, ConnectRight, Print Shop Mail and other similar software. This may require comparing lists for duplications and other targeted criteria.

Work with Associate Manager, Mail Services, Bindery and Machine Coordinator, Creative Services and other staff in the assignment, coordination and completion of job requests.

Use appropriate office equipment, software, reports and invoices to compile and prepare postage and reports; verify mailing costs by use of electronic or paper invoices and vendor detail reports.

Know how to send parcel post, insured, and registered mail to the U.S. Post Office, and to prepare packages for United Parcel Service.

Keep informed on general postal rules and regulations. Keep informed on staff and other changes in delivery information as it relates to mailing and delivery of mail for the three companies.

Receive incoming material, verify contents and secure deliveries.

Pick up and deliver packages around MEA family complex and, on occasion, away from complex premises.

Operate, maintain and perform minor repairs on a variety of bindery equipment.

Assemble printed materials manually or by machine; bind printed materials with brads, stitches, staples, tape or other means available using binding equipment. Set up and operate automatic inserter, folder, addresser, CD burner, button maker and booklet maker.

Receive Voice and other returns from Creative Projects' mailings, and help update addresses in netFORUM.

Check assembled product for accuracy and conformity to specifications.

Load, unload, store and retrieve inventory and help to keep track of inventory.

Serve as a backup to the Mail Services, Bindery and Machine Coordinator for the purpose of completing Creative Projects work, as well as utilizing office machines and equipment for projects.

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

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school.

Experience with Print Shop Mail, SmartMailer, ConnectRight and other software used preferred. Knowledge of USPS and UPS regulations for mailing.

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

- Ability to perform routine arithmetical calculations;
- Ability to perform heavy lifting and moving tasks, lifting objects weighing over 50 pounds;
- Ability to learn the tools, equipment, materials, methods and practices of the bindery, membership, inventory and mailing industry;
- Ability to operate materials-handling equipment, standard postal and bindery equipment and common office equipment.
- Ability to learn the hazards and safety precautions of the bindery and mailing industry.
- Ability to safely operate power equipment.
- Ability to communicate tactfully, courteously and effectively.
- Ability to multi-task, prioritize and organize work.
- Ability to attend MEA events that may require overnight stay.

TESTING:

Computation:	60%
Decision Making:	70%
Typing:	30 wpm, 98% accuracy

Lifting: Up to 50 pounds
MS Excel: 70%

March 25, 2019