



NOTICE OF VACANCY

M 49-22-23

POSITION:	Public Affairs Assistant - Legislative & Political	LOCATION:	East Lansing
Responsible to:	Doug Pratt, Director, Public Affairs	SALARY RANGE: Grade F Per ASO/USO Contract	
SCHEDULE:	244 Work Days	16 paid holidays and comprehensive benefits package	
POSTING DATE:	August 22, 2023	DEADLINE:	August 29, 2023

ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

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

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. Work also involves authoring and editing content for member and leader communications. Must demonstrate exemplary communications skills as well as the ability to develop a thorough understanding of department practices, services, goals and policies.

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.

QUALIFICATIONS

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.

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

- Strong writing and editing skills;
- 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.
- 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.

CANDIDATE PROFILE

The Public Affairs Assistant will possess the following qualities and characteristics:

- Lead by example
- Confidential
- Authentic
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity
- Respectful and inclusive in a diverse environment
- Problem solving skills
- Organized
- Ethical
- Approachable
- Knowledgeable
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

RESPONSIBILITIES AND DUTIES

Maintain PAC and legislative records including local PAC balances, contribution tracking, candidate recommendations, check requests, lobbying history and key vote tracking, including working with outside vendors supporting this work as needed.

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

Write communications and correspondence regarding legislative and political topics to MEA staff, leaders and members.

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.

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.

TESTING:

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

August 22, 2023

APPLICATION: Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.