



M-26-24-25

POSITION: ZONE ASSISTANT

LOCATION: East Lansing

Responsible to: Saun Strobel, Northern Zone Director
and
Ginny Bollwahn, Western Zone Director

SALARY RANGE: Grade H
Per ASO/USO Contract

SCHEDULE: 244 Work Days

16 paid holidays and comprehensive benefits
package

POSTING DATE: July 8, 2025

DEADLINE: July 15, 2025

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 Zone Assistant position reports to a Zone Director and is responsible for providing administrative support. This position includes maintaining a variety of records for the department, as well as field offices. The Zone Assistant position will serve as the first point of contact for the Zone office and handle incoming inquiries from members, staff, and the public.

This position requires the ability to establish and maintain effective working relationships with members, staff, local leaders, management, and vendors, across and within cultural differences.

QUALIFICATIONS

High school diploma or equivalent.

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

- Ability to use sound judgement in making decisions and to work independently on assignments.
- Ability to communicate tactfully, courteously, and effectively.

- Ability to operate an MEA provided laptop and common office equipment.
- Ability to attend Zone functions that may require overnight stays.
- Ability to process and maintain moderately complex administrative and fiscal records.

CANDIDATE PROFILE

The Zone Assistant position will possess the following qualities and characteristics:

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|---|--------------------------------|
| • Confidential | • Approachable |
| • Authentic | • Knowledgeable |
| • Honest | • Great people skills |
| • Great listening skills | • Relationship-building skills |
| • Empathetic | • Strong interpersonal skills |
| • Respectful and inclusive in a diverse environment | • Well-spoken |
| • Problem solving skills | • Positive demeanor |
| • Organized | • Highly motivated |
| • Ethical | • Reliable |

RESPONSIBILITIES AND DUTIES

Provide administrative support to the Zone Director, including but not limited to calendar maintenance, screening mail, and handling incoming calls.

Process financial documents, such as invoices and other statements.

Maintain and order office supplies.

Assist the Zone Director with planning and administration of staff meetings, including food ordering, location selection, lodging, vendor contracts, IT support, and other assigned activities. This may include receiving Requests for Proposals (RFPs) from hotels, negotiating pricing, and overseeing blocks of rooms; communicating with caterers; communicating with Creative Projects for conference announcements and flyers; coordinating audio/visual needs for presenters; contacting MESSA for giveaways; and communicating with staff.

Provide assistance with registration and member engagement at the winter and summer conferences.

Receive, review, and track through completion all office maintenance requests for field offices.

Maintain a spreadsheet in order to accurately track the Zone budgets and ensure expenses are tracked appropriately. This may include reviewing budget-related documents for field staff, including but not limited to, Miscellaneous Expense Vouchers and invoices.

Prepare local option rebate agreements and collect necessary signatures.

Process incoming mail and respond to inquiries from others.

Serve as a lead point of contact for the UniServ Field Assistants. This includes providing the appropriate guidance on how to submit field office needs, which may include processing invoices, bills, electronic job tickets, requests for creative projects, and other requests to the Zone Office.

Maintain up-to-date IBB and SNAP certified staff lists and assist in processing of paperwork for these assignments.

Provide assistance to the Zone Director regarding crisis budgets, ESP Caucus budget, MAHE Board budget, and organizing related budgets.

Collect and organize qualitative and quantitative data from assigned program and/or projects to support the development of MEA's Annual Report.

Maintain records and schedule attendees for the NEA UniServ Academies.

Assist the Zone Directors as needed with field office location moves, insurance claims, and the maintenance of Zone field office lease spreadsheets.

Assist the MEA President with the NEA ESP of the Year nomination award.

Assist with the coordination of the ESP Caucus, including the filling of committee vacancies, travel arrangements, and expenses.

Provide support for the ESP Caucus and MAHE Board elections.

Track and process training plans submitted by Coordinating Councils.

Assist with the Training Assistance Program, including the tracking and processing of training plans submitted by Coordinating Councils and the processing of related reimbursements.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

Maintain and update the field service intranet page under the direction of the Zone Director.

Communicate with staff and departments in MESSA and MEA FS to ensure the appropriate staff members are available for Zone-related functions and needs.

Prepare and send appropriate evaluation notices and feedback forms to Local Leaders and the impacted staff members during their annual evaluations.

Perform other job duties as assigned.

June 20, 2025

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.