



NOTICE OF VACANCY

M 3-25-26

POSITION:	Conference Assistant Center for Leadership & Learning	LOCATION:	East Lansing
RESPONSIBLE TO:	Arminda Westra, Executive Director	RANGE:	Grade G Per ASO/USO Contract
SCHEDULE:	244 Work Days		22 paid holidays and comprehensive benefits package
POSTING DATE:	September 30, 2025	DEADLINE:	October 7, 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

An employee in this position will coordinate the planning and preparation of conferences, trainings and events of the organization, both internal and external, as well as the preparation and maintenance of certain related records, many of which are highly specialized and confidential.

An employee is expected to exercise initiative, independent judgment, and discretion in carrying out assignments while maintaining correspondence in requests for information; and in general public relations activities; and in establishing and maintaining effective working relationships with the public, members and leaders, as well as staff and management.

QUALIFICATIONS

Graduation from a standard high school or vocational school.

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

- knowledge of the internal and external functions of the association;
- considerable knowledge of English, spelling, punctuation, and vocabulary;
- 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;
- ability to operate a personal computer and common office equipment;
- ability to communicate tactfully, courteously and effectively;
- ability to attend division/department functions when overnight absence (away from home) is required.

Knowledge of:

- Modern office procedures,
- Customer service principles,
- Event planning,

Demonstrated ability in taking meeting minutes;

Demonstrated ability in prioritizing work and performing multiple tasks;

Must possess excellent customer service skills;

Demonstrated ability in planning events;

Demonstrated ability in preparing business correspondence and compiling data;

Demonstrated ability in using computers and related software applications;

Demonstrated interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;

CANDIDATE PROFILE

This candidate will possess the following qualities and characteristics:

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|----------------------------|---|
| • Lead by example | • Respectful and inclusive in a diverse environment |
| • Confidential | • Problem solving skills |
| • Authentic | • Organized |
| • Honest | • Ethical |
| • Great listening skills | • Approachable |
| • Empathetic | • Knowledgeable |
| • Collaborative leadership | • Great people skills |
| • Leads with integrity | • Relationship-building skills |

- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

RESPONSIBILITIES AND DUTIES

Coordinate, plan, and support various conferences, trainings and events of the organization as assigned, including but not limited to: registering participants, arranging venue and food service, reviewing and preparing vendor contracts and/or invoices for approval; discussing vendor contracts for facility rentals, lodging, meals, audio/video services and other similar items.

Act as a liaison between MEA and other stakeholders in the community and statewide for conferences, trainings, and events; compile outside conferences, trainings, and events for members and staff to access; serve as a point of contact for our national affiliate, NEA, and other Michigan Education organizations such as the Michigan Department of Education (MDE), etc.

Track and coordinate on-going activities; take formal meeting minutes; draft, proofread, and finalize correspondence;

Make calculations and prepare variety of statistical reports and analysis by compiling data, reviewing data for accuracy, and performing calculations; may update and maintain department databases;

Provide support to the CLL division; maintain confidentiality of information; provide correspondence by screening calls, emails, and mail; pull reports and review conference evaluations; provide guidance on division procedures; provide support for respective MEA PSA members in the Center for Leadership and Learning division including but not limited to printing, compiling materials, proofreading, and editing, pulling reports, and completing basic functions in our membership system;

Maintain a variety of files, member lists, mailing lists, community stakeholders/resources, and directors;

Oversee inventory of conference, training, and event supplies and equipment and order as needed;

Process financial documents such as event final bills and invoices; prepare, code, and finalize vouchers and disbursements as needed from conferences, trainings, and events;

Establish and maintain stakeholder contract files.

Prepare material for distribution to headquarters, field, partners, and other community stakeholders;

Provide information regarding division policies and procedures;

Perform other duties of a similar nature or level.

October 06, 2023

((Testing requirements removed on 8/27/2025))

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.