



NOTICE OF VACANCY

M 8-25-26

POSITION:	Secretary III – Learning and Organizational Development	LOCATION:	East Lansing
RESPONSIBLE TO:	Director of Learning and Organizational Development	SALARY RANGE:	Grade F Per ASO/USO Contract
SCHEDULE:	260 Workdays		16 paid holidays and comprehensive benefits Package
POSTING DATE:	November 11, 2025	DEADLINE:	November 18, 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 80,000 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, most employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

An employee in this position will report to the Director of Learning and Organizational Development and will provide clerical support, assist in coordinating organizational events, and prepare and maintain records, many of which are highly specialized and confidential.

This job requires a practical approach, the ability to make independent decisions, and a high level of discretion.

The role also involves supporting Professional Staff in coordinating professional development and training for members.

Throughout these duties, the employee is expected to exercise discretion, screen callers, visitors, and mail effectively, respond to requests for information, and engage in general public relations activities. Establishing and maintaining effective working relationships with the public, members and leaders, staff and management, is crucial to success in this role, reflecting the importance of communication and collaboration within the organization.

QUALIFICATIONS

Graduation from a standard high school or vocational school.

Experience and training that 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 communicate tactfully, courteously, and effectively;
- ability to attend division/department functions when overnight absence (away from home) is required;
- ability in prioritizing work and performing multiple tasks.

Knowledge of:

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

CANDIDATE PROFILE

This candidate will possess the following qualities and characteristics:

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

RESPONSIBILITIES AND DUTIES

Assist in coordinating meetings, events and conferences (i.e., Statewide Staff Meeting, Ed Rising, AEM, etc.) of the organization as assigned.

Track and coordinate ongoing activities; take formal meeting minutes; draft, proofread, and finalize correspondence.

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

Provide advanced clerical support to multiple individuals, departments, and/or divisions; maintain confidentiality of information; provide assistance by screening calls, visitors, and mail; type letters, memoranda, reports, and evaluations; create labels; perform filing; compose some letters independently; perform public relations duties through contacts with visitors, callers, and general liaison with other organizations.

Oversee inventory of supplies and requisitions for replacement of supplies and equipment.

Process financial documents such as bills, prepare certain billings, vouchers, purchase orders, balance books and reports.

Establish and maintain client contract files.

Prepare material for distribution.

Provide information regarding departmental policies and procedures.

Perform other duties of a similar nature or level.

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.

10/21/2025