



NOTICE OF VACANCY

M 32-25-26

POSITION: Field Membership Assistant	LOCATION: Grand Rapids
Responsible to: Ginny Bollwahn, Western Zone Director	SALARY RANGE: Grade G Per ASO/USO Contract
SCHEDULE: 260 Work Days	16 paid holidays and comprehensive benefits package
POSTING DATE: April 2, 2026	DEADLINE: April 10, 2026

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

This is a field-based job that involves the processing of membership materials received by the Association accurately and on a timely basis, and includes data input, billing, training, conducting hearings, and developing effective relationships;

Performance requires use of sound judgment in making decisions within the limits of standard practice as defined by the wide range of established rules and instructions regarding membership. Ability to demonstrate a solid understanding of all facets of membership;

Adhere to the strict PCI rules;

Serve as a back-up to the UniServ Field Assistants on an as needed basis;

Additionally, the ability to establish and maintain effective working relationships with business offices, locals, members and leaders, as well as staff and management is a must.

QUALIFICATIONS

Graduation from a standard high school or vocational school.

Valid driver's license.

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

- knowledge of the principles and practices of double entry bookkeeping, organization, planning, records management and general administration;
- ability to make moderately complex arithmetical calculations;
- considerable knowledge of the basic principles of the EDP computer systems;
- keyboard skills;
- ability to operate a personal computer and common office equipment;
- ability to communicate tactfully, courteously and effectively;
- ability to follow oral and written instructions;
- ability to work well either independently or as part of a team.

CANDIDATE PROFILE

This candidate 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

Process additions, terminations and changes for membership and billing/collection related data as well as salary input in the membership system. Check system reports and statements for those whom are still billed locally,

for accuracy and completeness. Produce all reports necessary to provide to local units, individuals, fee payers, staff and management regarding membership and billing/collection and/or questions;

Act as Local Membership Chair for those units without a designated LMC. Reconcile district reports to membership billings;

Conduct training, on an as needed basis, for local membership chairs with regard to membership, dues collection and billing;

Follow up on local and individual collections to assure balances are paid timely;

Create and modify documents such as reports, memos, letters and statements using word processing, spreadsheet, or database software.

Send statements to locals and individual members as necessary;

Track contract expirations;

Sign up new and existing members where these duties are not performed by the LMC or through the business office;

Track current members who have not signed up for dues withdrawal from personal accounts;

Serve as contact with business offices, local unit correspondents, members, MEA Retired, NEA, staff and management to answer and/or resolve membership and billing/collection related questions;

Work closely with Local Membership Chairs to ensure proper data per member is gathered and entered timely into the membership system. Train, as necessary, local membership chairs on the LMC website;

Serve as a point of contact for Fee Payer questions resulting from the Hudson packet mailing. (subject to guidance from MEA Membership). Follow up on local fee payer issues and outstanding balances;

Assist local leaders and staff in PAC drives by answering and resolving local PAC related inquiries and issues. Run reports and perform local tracking of PAC memberships.

Assist legislative and political activities by inputting and maintaining the VAN system with all required information; run reports from VAN.

Represent the Employer in small claims court for outstanding dues issues;

Generate mailing labels from the membership system as necessary;

Process exception reports;

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

Membership Processor

2/21/13

(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.