



NOTICE OF VACANCY

M 49-25-26

Position:	Conference Assistant (Two vacancies)	Location:	East Lansing
Responsible to:	Shailee Patel, Director of Learning & Organization Development	Minimum Compensation:	Per ASO/USO Contract Grade H
Schedule:	260 Workdays	Paid holidays and comprehensive benefits	
Posting Date:	June 26, 2026	Deadline:	July 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.

BASIC PERFORMANCE EXPECTATION

An employee in this position coordinates and facilitates the planning, execution, and evaluation of conferences, trainings, and events of the organization, both internal and external. The position is responsible for the preparation, analysis, and maintenance of related operational, financial, and stakeholder records, many of which are highly specialized and confidential.

An employee in this position is expected to exercise initiative, independent judgment, and discretion in carrying out assignments; analyze conference, training, and event data to identify trends, operational needs, and opportunities for improvement; develop recommendations regarding processes, procedures, and event operations; and maintain effective working relationships with members, leaders, vendors, community stakeholders, staff, and management. The position serves as a key resource in conference and event administration by monitoring event outcomes, evaluating operational processes, identifying opportunities for improvement, and providing recommendations to enhance conference effectiveness and participant experience.

ESSENTIAL DUTIES

Coordinate and oversee conference logistics and event operations, including vendor coordination, facility arrangements, registration management, scheduling, implementation of event plans, and resolution of operational issues to ensure conferences and trainings are delivered in accordance with established objectives and timelines.

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.

Make calculations and prepare statistical reports and analyses by compiling and reviewing data for accuracy; analyze conference participation trends, evaluation results, and operational metrics; and provide recommendations to management regarding program improvements, resource utilization, and operational effectiveness.

Provide support to the CLL division; maintain confidentiality of information; screen calls, emails, and correspondence; review conference evaluations and reports; provide guidance on division procedures; and support professional staff through preparation of materials, reporting, editing, and membership system functions. Develop and maintain conference planning procedures, templates, and operational workflows to support efficient and consistent event administration.

Establish, maintain, and manage a variety of records and documentation, including member lists, mailing lists, stakeholder resources, directories, and contract files, ensuring information is accurate, organized, current, and readily accessible for operational, compliance, and reporting purposes.

Oversee inventory of conference, training, and event supplies and equipment; order supplies as needed; coordinate vendor relationships; identify and recommend vendors for conferences and events; maintain conference-related contract documentation; track vendor deliverables and contract-related deadlines; and communicate contract or vendor issues requiring management review.

Monitor conference expenditures and budget activity; identify budget variances; prepare budget-related reports; and provide recommendations to leadership regarding conference spending and operational needs.

Prepare, analyze, and process financial documents such as event final bills and vendor invoices.

Prepare, code, and finalize vouchers and disbursements as needed from conferences, trainings, and events.

Prepare materials for distribution to headquarters, field, partners, and other community stakeholders.

Provide information regarding division policies and procedures.

Provide input and recommendations to leadership on improvements to event processes, operational outcomes, conference effectiveness, and resource utilization.

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

Perform work at conference venues, training locations, and other off-site facilities as required. Occasional travel, including overnight travel, and flexibility to work evenings, weekends, and extended hours may be necessary to support conferences, trainings, meetings, and special events.

Perform other duties of a similar nature or level.

MINIMUM REQUIREMENT

Associate Degree in Business Administration, Event Management, Hospitality Management, Communications, Public Administration or relevant area of study.

In addition to above, three years of progressively responsible experience coordinating large-scale conferences, events, training programs, or organizational operations.

Knowledge of event planning, conference administration, and operational coordination principles.

Knowledge of modern office procedures, records management practices, and business communications.

Ability to compile, analyze, and interpret data and prepare reports, summaries, and recommendations.

Ability to identify operational issues, evaluate alternatives, and recommend solutions within established guidelines.

Ability to maintain accurate administrative, operational, and financial records.

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

- Ability to coordinate multiple projects, priorities, and deadlines simultaneously;
- Ability to exercise sound judgment and discretion when handling confidential and sensitive information;
- Ability to establish and maintain effective working relationships with members, leaders, vendors, stakeholders, staff, and management;

- Demonstrated proficiency in Microsoft Office applications and other business software systems;
- Demonstrated ability to communicate effectively, both orally and in writing;
- Ability to attend division and department functions requiring overnight travel.

6/26/2026

(Testing requirements removed on 6/9/2026)

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.