



NOTICE OF VACANCY

M 52-25-26

Position:	Executive Office Governance Specialist, Part-Time	Location:	East Lansing, MI
Responsible to:	MEA Vice President, Robert Callender	Starting Hourly Wage:	\$52.45
Schedule:	Average of 10-15 Hours/Week		
Posting Date:	July 15, 2026	Deadline:	July 27, 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.

JOB DESCRIPTION

Provides leadership and administrative support for governance-related functions within the Executive Office. Serves as staff liaison to the Governance Review Committee, administers NEA chartering activities, coordinates Low Membership Local processes, and serves as a resource regarding governance policies, procedures, constitutions, and bylaws. Provides recommendations and guidance to members, local leaders, staff, managers, and officers regarding governance-related matters and maintains governance records, reports, and official documentation.

QUALIFICATIONS

Required Education/Experience

Bachelor's Degree and five years of related experience; supporting governance, compliance, membership, or executive office functions.

Knowledge, Skills and Abilities:

- Ability to maintain a high level of confidentiality.
- Possess a supportive attitude toward labor unions.
- Must reside in Michigan.
- Strong written and verbal communication skills.
- Excellent interpersonal and relationship-building skills.
- Ability to communicate effectively with members, local leaders, managers, officers, and external stakeholders.
- Knowledge of governance structures, policies, procedures, constitutions, and bylaws.
- Ability to research, analyze, interpret, and apply governance-related information.
- Ability to prepare reports, correspondence, meeting materials, and other business documents.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Ability to exercise sound judgment and provide recommendations regarding governance-related matters.
- Ability to maintain accurate records and manage confidential information.
- Proficiency in Microsoft Office and other applicable technology systems.

CANDIDATE PROFILE

The candidate will possess the following qualities and characteristics:

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

RESPONSIBILITIES AND DUTIES

Serve as staff liaison to the Governance Review Committee, including coordinating committee activities, preparing agendas and supporting materials, maintaining records, communicating with committee members and stakeholders, and monitoring follow-up actions.

Manage Governance Review Portal submission and review system. Develop resources and communications to facilitate and encourage its use among staff and local leaders.

Serve as a primary resource regarding governance review matters and communicate governance requirements, standards, procedures, and updates to members, local leaders, staff, managers, and officers.

Coordinate and administer NEA chartering activities, including reviewing and processing chartering documentation, maintaining records, communicating with local leaders and NEA representatives, and ensuring compliance with applicable governance requirements.

Administer Low Membership Local processes, including reviewing and processing materials, maintaining records, preparing reports, monitoring deadlines, and communicating with local leaders and staff regarding applicable requirements. Working with management and governance, as needed, throughout the process.

Research, interpret, and apply governance-related policies, constitutions, bylaws, procedures, and other governing documents.

Provide recommendations and guidance regarding governance-related matters and assist in resolving questions related to governance processes and requirements.

Prepare reports, correspondence, presentations, meeting materials, and other governance-related documents.

Maintain governance records, official documents, and related archives.

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

Perform other duties as assigned.

APPLICATION: Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include a cover letter, and an employment application, which can be found on the MEA website at www.mea.org.