



NOTICE OF VACANCY

M 3-26-27

Position:	Field Assistant 9-E/9-13	Location:	Norton Shores
Responsible to:	Ginny Bollwahn Western Zone Director	Minimum Compensation:	22.95 Per ASO/USO Contract
Schedule:	244 Workdays	Paid holidays and comprehensive benefits	
Posting Date:	September 11, 2026	Deadline:	September 18, 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 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.

JOB DESCRIPTION:

Work involves providing all secretarial and clerical services for professional staff employees and/or management supervisor. An employee in this position may be responsible for all stages in the reproduction and distribution of moderately large amounts of duplicated materials. Employees work under general supervision and frequently work alone, exercising considerable independence within established guidelines.

This job requires a strong ability to establish and maintain effective working relationships with the public, members and leaders, as well as staff and management. This position serves as the first point of contact in field offices and is required to maintain strong relations with all external contacts.

QUALIFICATIONS:

- Graduation from a standard high school or vocational school;
- Experience and training which provide the following abilities, skills and knowledge;
 - Basic principles of Electronic Data Processing (EDP) systems;
 - Keyboard skills;

- Ability to operate a personal computer, including software and common office equipment demonstrated proficiency in Microsoft Word and Excel;
- Ability to perform moderately complex arithmetical calculations;
- 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:

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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:

Perform all defined responsibilities included on the MEA Membership Processing Roles and Responsibilities chart.

Use the electronic membership system to maintain membership lists, prepare and provide dues information to districts, update local officer changes, and perform other membership processes, which may include supporting Field Membership Assistants with contacting MEA members and other bargaining unit members within their assignments to address any missed dues payments, promoting delinquent dues programs and promoting membership programs.

Track contract expirations and submit complete local collective bargaining agreements to research assistant for inclusion on MEA databases.

Determine dues amounts for members and track dues payments for all locals using any of the MEA allowable dues processes. Maintain retirement and resignation data and work with assigned Field Membership Assistant to end-affiliate membership in the membership system.

Assist UniServ Directors/Executive Directors with PERA requests to school employers, responsible for obtaining wage data from MEA affiliated districts, colleges, or universities, and confirm that each employer is sharing member contact information per the requirements of Public Act 236 of 2024.

Prepare new membership packets and promotional materials for use at New Employee Orientations and enter new educator survey results from new educator cards/surveys.

Act as receptionist; place and receive telephone calls, make appointments and maintain calendars and schedules.

Receive, open, and review mail; compose notes and letters; establish and keep current mailing lists; maintain directories; email communications informing members, potential members, and leaders regarding coordinating council events and programming.

Order and inventory all office supplies. Assist Office Manager with tracking and maintaining office supply budgets regarding inventory of supplies and equipment. Maintain an orderly physical office environment.

Establish and maintain a variety of files

Prepare, format, duplicate, and distribute notices, agendas, minutes, communications, and related materials using digital and print platforms, ensuring accuracy, accessibility, and timely delivery.

Create, edit, and manage documents – including reports, memos, correspondence, and statements – using digital productivity platforms, spreadsheet tools, and data management systems to ensure accuracy, consistency, and adherence to organizational standards.

Process financial records, which may include obtaining quotes for orders and needed services, maintaining records, and maintaining a petty cash fund.

Keep schedules of meetings, prepare meeting rooms, send out notices and agenda for meetings, arrange for refreshments at meetings, and keep an organized filing system.

Assist UniServ Directors/Executive Directors with their training sessions. This includes communication to promote trainings, directions to participants who attend, and work with other MEA departments to schedule training and member sign-ups, completion of expense vouchers for any appropriate coordinating council reimbursements from MEA funds, complete all necessary room reservations, provide the correct physical set-up and technology needs of the training presenter. If requested, send follow up survey link to participants.

Assist UniServ Directors with member and issue organizing campaigns, new member recruitment, and retaining members through member engagement plans.

Train and assist new UniServ Field Assistants using training methods provided by management.

Communicate with local leaders regarding members who are eligible for the various MEA dues programs.

Assist local leaders and staff in PAC drives.

Generate mailing labels from the membership system as necessary.

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

April 30, 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.