NOTICE OF VACANCY

M 7-26-27

Position:	Field Membership Assistant 10-G	**Location:**	Flint
Responsible to:	Gezelle Oliver Southern Zone Director	**Minimum Compensation:**	22.95 Per ASO/USO Contract
Schedule:	244 Workdays	Paid holidays and comprehensive benefits	
Posting Date:	November 17, 2026	**Deadline:**	November 24, 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:

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, 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 Payment Card Industry Data Security Standards (PCI DSS) rules;

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

Additionally, the ability to establish and maintain effective working relationships.

QUALIFICATIONS:

Graduation from a standard high school or vocational school.

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 Electronic Data Processing (EDP) computer systems;
- keyboard skills;
- ability to operate a personal computer, including software and common office equipment; demonstrated proficiency in Microsoft Word and Excel;
- 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
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

RESPONSIBILITIES AND DUTIES:

Perform all defined responsibilities included on the MEA Membership Processing Roles and Responsibilities chart, including process additions, terminations, and changes for membership and billing/collection related data as well as salary input in the membership system. Process dues adjustments and credits. Perform other membership processes, which may include 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. 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; mark dues method in Membership Lite (or successor program);

Serve as primary contact for members and other MEA staff to answer and/or resolve membership, and billing/collection related questions and provide backup to district business/HR offices;

Sign up new and existing members and send welcome email to new members with local MEA staff copied;

Scan, enter, and process member leave/layoff forms;

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

Contact members with upcoming credit card expirations and payment issues;

Track current members who have not signed up for dues withdrawal from personal accounts. Reach out to these members to put a payment method on file;

Send statements to locals and individual members as necessary;

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

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);

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

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

Generate mailing labels from the membership system as necessary;

Process exception reports;

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

April 23, 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.