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## INTERNAL / EXTERNAL NOTICE OF POSITION OPENING

Position: Executive Assistant [Confidential] to Executive Director

Date of Posting: August 29, 2023

Close of Posting: Until Filled

Staff Relationship: Reports to the Executive Director (exempt from bargaining unit)

Application: Interested candidates should submit via email a cover letter, resume and three (3) professional references to:

Nicole Adams, Executive Assistant  
[nicole.adams@arizonaea.org](mailto:nicole.adams@arizonaea.org)

Jessica Swanson, Business Manager  
[Jessica.swanson@arizonaea.org](mailto:Jessica.swanson@arizonaea.org)

The Arizona Education Association is seeking applicants for the position of Executive Assistant in Phoenix, AZ, to strengthen our core team committed to member growth, development and engagement. The Executive Assistant position is a confidential, non-bargaining unit employee who reports directly to the Executive Director. The position administratively supports the overall growth strategy to increase AEA's membership to 40,000 members by January 15, 2028. The position also collaborates with the Executive Assistant for Governance to plan, manage, and execute major events and conferences—specifically the annual Delegate Assembly and Leadership and Growth Summit.

**Administrative Responsibilities:** The core duties of this position include working with the Executive Director and the management team to accomplish the following tasks:

- Draft annual NEA grants (UniServ Grant Application; Year-Round-Organizing, Member Organizer, etc.) to support overall organizing strategy.
- Gather data from membership records; e.g. number of certified, support staff, and potential members.
- Calculate/identify each UniServ Region's decline in membership of 5% or greater.
- Track weekly progress of membership growth and local Density.
- Coordinate assessments and evaluations of Organizational Consultants, New Growth Organizers, Community Schools Organizers and Associates.
- Oversee compliance with all NEA grants related to organizing strategies.
- Draft and Track contracts for Member Organizers related to AEA/NEA Grants
- Compose, maintain, and distribute weekly reports pertaining to growth.
- Create and distribute weekly communique related to best practices in the field.
- Coordinate and schedule weekly regional virtual meetings and all team virtual meetings when necessary.



- Coordinate weekly check-ins with Associates to discuss, track and collect data essential for overall growth strategy.
- Coordinate all convenings of the President's Organizing Council.
- Coordinate all convenings of AEA's Leadership Academy.
- Schedule and maintain calendars and appointments for Executive Director.
- Maintain employee evaluation files; create system to remind managers of the need for timely performance objectives and reviews.
- Segregate and protect confidential personnel data; create and update reference notebook of most frequently used AEA documents.

### **Bargaining Support**

- Establish and maintain access database for AEA Bargaining history by specific categories comparing previous AEASO-AEA contracts by topics, such as employee rights, seniority, reduction-in-force, salary tables, grievances, arbitration, working conditions, vacation, holidays, retirement, etc.
- Create and update AEASO-AEA contract reference notebooks to enable the management bargaining team to quickly access history or trends of bargaining issues.
- Gather data upon management request from other state affiliates or outside sources, e.g. salary by job classifications and insurance benefits.
- Finalize/type the collective bargaining agreement, ensuring that all agreed upon changes have been incorporated into the document and distribute to staff and Board of Directors.

### **Employee Recruitment**

- Write and/or edit recruitment advertisement to submit to NEA, newspaper(s) or internet advertising.
- Screen job applications to identify stronger candidates.
- Develop interview questions and/or serve as an interview team member.
- Contract meeting space; arrange for lodging and catering as needed.
- Follow-up with candidates with travel arrangements and confirmation of interview details.

### **Qualifications:**

- BA/BS preferred
- Experience working with unions, community-based organizations or other entities that are mission driven.
- Fundamental understanding of what unions do and an overall commitment to public education
- 5-8 years of experience as a successful Executive Assistant supporting multiple executives, preferably with an Association, Labor Union, or not-for-profit organization
- Knowledge and support of Arizona's public schools preferred

### **Skills:**

- Mastery of Microsoft Office products and ability to present data using charts, graphs and other tools
- Proficient in the use of technology and social media platforms



- Exceptionally organized and detail-oriented
- Highly effective in prioritizing workload and meeting established deadlines
- Public speaking and adult training skills
- Strong written and verbal communication skills
- Demonstrates maturity and tact with challenging situations and people
- Ability to work long and irregular hours including evenings and weekends
- Ability to travel to in-state and out-of-state meetings and trainings
- High ethical standards and respect for confidentiality

**Salary Range:**

\$60,000 to \$80,000 per year, commensurate with experience and training

**Benefits:**

Excellent benefits include medical, dental, life insurance, pension, and a generous leave package.

The Arizona Education Association is an equal-opportunity employer with an affirmative action employment program.