

Job Title: Departmental Assistant
Department: Education Policy and Professional Practice
Reports To: Manager of Education Policy and Professional Practice
FLSA Status: Non-Exempt
Date Created: April 20, 2018
Salary: Per Negotiated Agreement

ABOUT THE ALABAMA EDUCATION ASSOCIATION:

Alabama Education Association (AEA) is the largest education association in the state of Alabama. AEA is an advocate organization that leads the movement for excellence in education and is the voice of education professionals in Alabama. Our mission is to promote education excellence.

Alabama Education Association provides legal assistance, professional development opportunities, great membership benefits, and a strong voice for education in the Alabama Legislature. AEA serves as the advocate for its members and leads in the advancement of equitable and quality public education for Alabama's diverse population.

POSITION SUMMARY:

Education Policy and Professional Practice (EPPP) Secretary is an AEA associate staff position. An EPPP Secretary is responsible for supporting any and all education policy and professional practice functions that advance programs and promote goals of local associations, the AEA, and the NEA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Handles all correspondence as assigned.
- Maintains and updates all files.
- Types routine narratives, form letters, and other reports.
- Provides assistance and/or coordination for AEA meetings as directed.
- Works with committees, commissions and other bodies as directed.
- Provides relief for receptionist when assigned.
- Receives, opens, sorts, and distributes mail and other correspondence.
- Handles telephone calls.
- Assists with day-to-day functions of the department.
- Performs other duties as assigned by EPPP Manager or Executive Directors.

QUALIFICATIONS/REQUIREMENTS:

An individual should have the qualifications identified below to perform the essential functions of this position.

- High school diploma required; postsecondary degree preferred
- Demonstrated ability to relate well with people in a friendly, pleasant manner
- Demonstrated ability to multitask and perform tasks with accuracy and timeliness
- Proficient in spelling, punctuation, grammar, and other English language skills

PHYSICAL REQUIREMENTS:

- The position requires statewide, regional, and national travel.
- A valid driver's license is required.
- This position requires the abilities to speak, hear, see, and lift small objects up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by the individual (s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.