

Job Title: Departmental Assistant
Department: Member Advocacy and Outreach
Reports To: GR/PR Managers
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:

This position performs all secretarial work and other assignments as needed.

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 the Assistant Executive Director 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 speak and relate well with people in a friendly, pleasant manner
- Demonstrated ability to multitask and perform tasks with accuracy and timeliness
- Demonstrated computer skills
- Proficient in spelling, punctuation, grammar, and other English language skills

PHYSICAL REQUIREMENTS:

- Have and/or be able to maintain a valid Alabama driver's license
- Able to lift at least 20 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.