

**Job Title: Membership Data Processing Personnel**  
**Department: Business Office/Membership**  
**Reports To: Membership Supervisor and Operations Manager**  
**FLSA Status: Non-Exempt**  
**Date Created: May 8, 2025**  
**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 advocacy 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. AEA 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 is responsible for the timely and accurate entry and maintenance of member data. This employee's responsibility is to ensure a proper monthly reconciliation is completed to ensure complete and accurate payroll deductions are executed monthly by the local payroll offices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Enters information into various databases to load new members, cancels members, transfers membership between agencies, and maintains accurate membership records.
- Maintains accurate membership rosters for the Association, membership logs and proofs membership data after entry.
- Carefully and consistently follow Membership Processing Procedures. Maintains updated instructions for procedures as required.
- Responsible for accurate input and output of AEA membership for use by The Board of Directors, Staff, UniServ Directors and Local Associations.
- Provides assistance and/or coordination of AEA meetings as directed.
- Works with committees, commissions and other bodies as directed.
- Works with local payroll departments regarding discrepancies and membership deductions.
- Provides relief for receptionist when assigned.
- Performs other duties as assigned by Membership Supervisor, Operations Manager, or Executive Directors.

**QUALIFICATIONS/REQUIREMENTS:**

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

- Must be proficient in the use of Microsoft Office, especially Excel.
- Must have proficient typing skills, including the ability to accurately enter data into a database.
- Must have good verbal and written communication skills.
- Must be able to work well with difficult people.
- Must be able to multi-task accurately and effectively.
- Must be able to work overtime as needed/required.

**PHYSICAL REQUIREMENTS:**

- Sit or stand.
- Listen and respond.
- Operate basic office equipment.
- Have and 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 serves 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 to perform the essential functions of this position.