

# EXTERNAL POSTING VACANCY ANNOUNCEMENT

**Job Title:** Administrative Assistant, Communications Department  
**Classification:** Associate A, FSO Bargaining Unit  
**Supervisor:** Director of Communications  
**Location:** Tallahassee, Florida (limited travel is required)

**Position Summary:** The Florida Education Association (FEA) seeks an Administrative Assistant to join its Communications Department. The primary and critical function of this position will be proofing/copying editing various materials prior to print and online publication. The ideal candidate must have excellent written English, including spelling and grammar, an eye for detail, an understanding of organizational branding, and the ability to maintain high-quality work while meeting tight deadlines. Other administrative duties include serving as the Communication's Department receptionist, coordinating business travel, processing invoices, processing mail, maintaining organized electronic and hardcopy files, and maintaining calendars. Assisting with event planning and coordination is also a reoccurring responsibility.

## **Qualifications:**

- A four-year degree from an accredited college or university is required, preferably with a degree in writing, journalism, English or a related field.
- At least two years of professional copy editing, publishing, or proofreading experience is required.
- Experience working with Wordpress is preferred.
- Strong proficiency in written and verbal communication is required.
- Strong proficiency in Microsoft Office Suite including Word, PowerPoint, Outlook, and Excel is required.
- Excellent time management and organizational skills and the ability to thrive in a fast-paced work environment with competing deadlines is required.
- Ability and willingness to work as part of a team is required.
- Experience working for a membership-based organization or union is desirable.
- Experience with professional event planning is desirable.
- Fluency in Spanish is desirable.

## **Specific Responsibilities:**

1. Proofread and edit content at various stages of the writing process for accuracy and quality, including spelling, grammar, punctuation, tone, clarity, flow, structure, and syntax.
2. Track written work products with various team members and members of leadership to assist with meeting internal and external deadlines.
3. Assist with ensuring Communication Department work product consistently reflects same style and voice.
4. Provide a variety of administrative support to the Communications Department including, but not limited to: maintaining calendars, coordinating business travel, processing incoming and outgoing mail, serving as the primary receptionist, preparing written correspondence, tracking leave requests, and maintaining organized electronic and hardcopy files.

5. Provide excellent customer service to FEA members and leaders via the telephone, email, and in-person.
6. Assist with event planning, registration, and onsite event management.
7. Assist with the coordination and preparation of meeting/conference/workshop materials and supplies, including notices and follow-up materials.
8. Create and maintain relevant media lists, editorial board lists, and other informational databases that support the Communications Department's work.
9. Assist with arranging press conferences, press calls, and media press packets.
10. Prepare and distribute reports and information related to Communication Department activities.
11. Coordinate with FEA's finance staff to ensure the timely submission of business and staff payables and expenses.
12. Respond to routine requests for information from FEA Officers, Directors, and Staff and Local Leaders and Staff.
13. Assist with ensuring compliance with FEA policies and procedures.
14. Manage and coordinate special projects as assigned.
15. Assist with administrative support to other FEA departments as needed.
16. Perform other duties as assigned.

**General Responsibilities:**

1. Acknowledge and support the advancement of FEA's vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA's vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
5. Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and in accordance with FEA Policies and Procedures.

**Compensation & Benefits:** The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.

**How to Apply:** Interested candidates should submit a cover letter and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates that apply on or before **November 2, 2020** will receive preferential treatment.

**FLORIDA EDUCATION ASSOCIATION  
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA's Office of Human Resources at 850-201-3215 or [feahr@floridaea.org](mailto:feahr@floridaea.org) to request an accommodation during the application process.