



**United Faculty of Florida EXTERNAL Posting (May 10, 2022)
Associate Staff position in the FEA/FSO bargaining unit**

Job Title: Secretary, United Faculty of Florida
Classification: Secretarial, FSO Bargaining Unit
Supervisor: Executive Director of United Faculty of Florida
Location: Tallahassee, FL

UFF serves as the collective voice of over 25,000 faculty, academic professionals, K-12 lab schoolteachers and graduate employees at colleges and universities throughout Florida. Our members advocate for the public good and for Florida's 1 million students in college towns, rural communities, and urban centers from Key West to Pensacola. The Florida Education Association (FEA) is the largest association of professional employees and the largest labor union in the Southeast, representing more than 145,000 members. FEA is a merged state association affiliated with both the National Education Association (NEA) and the American Federation of Teachers (AFT), as well as the AFL-CIO.

Position Summary The United Faculty of Florida seeks a professional secretary. This position requires an individual who consistently exhibits excellent technical skills, is self-motivated to research and resolve issues, and is detail-oriented and organized. The position requires a passion for higher education unionism, as well administrative competence. Ability to speak and write with professional skill and authority is essential.

Specific Responsibilities Provide a variety of administrative support to UFF's officers, Senators and members under the supervision of the Executive Director including, but not limited to:

1. Support obtaining and maintaining lists from dozens of diverse employers and chapters;
2. Coordinate processing and maintenance of membership records;
3. Technical and data support;
4. Provide excellent service via the telephone, email, and in person;
5. Assist with event planning coordination and logistics for UFF statewide activities;
6. Generate and distribute reports related to governance activities;
7. Coordinate with HQ team on ordering and inventory of office supplies;
8. Coordinate with HQ team and FEA's finance staff to ensure the timely submission of member dues and processing of invoices;
9. Manage and coordinate special projects as assigned; and
10. Perform other duties as assigned by the Executive Director of UFF.

General Responsibilities

1. Acknowledge and support the advancement of UFF and FEA's vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance UFF and FEA's vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes

UFF and 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, in accordance with FEA, UFF, and Chapter Policies and Procedures.

Qualifications The successful candidate should possess:

- A high school diploma or equivalent certificate is required. College or advanced training is highly desired.
- Experience providing administrative support to management executives and teams is highly desired.
- Experience working in a membership organization is desired.
- Experience creating and reconciling financial reports is desired.
- Website management experience is desired.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams) is required.
- Proficiency in communication apps (i.e., Hustle, Action Network, Sendgrid, Eventbrite) and list management systems (i.e., google sheets, IMS, Action Builder) is highly desired.
- Proficiency in social media platforms is desired.
- Ability to effectively manage multiple high-priority projects is required.
- Ability to professionally communicate orally and in writing is required.
- Ability to self-motivate and work independently is required.
- Strong interpersonal skills is required.

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. Applications received prior to May 20th 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 to request an accommodation during the application process.