Colorado Education Association
Vacancy Announcement
Part-Time, Non-Exempt -- Program Assistant
San Juan UniServ Unit

Posting Date: October 22, 2020
Closing Date: October 30, 2020

The Colorado Education Association, a statewide public education employee union, seeks qualified applicants for a part-time, non-exempt staff position to provide administrative support to the San Juan UniServ Unit and the UniServ Director in the field office located in Durango. Due to the COVID-19 pandemic, the selected individual may work remotely until further notice and will function as office manager; consult on membership activities; process member applications, arrange member trainings and meetings; correspond with members through publications and correspondence; and provide organizing and capacity building support to leaders, members and staff.

The San Juan UniServ Unit is located in beautiful southwest Colorado. It encompasses the area east to west from Pagosa Springs to Cortez, and from Durango north to Telluride and Silverton. The UniServ Unit has thirteen locals with a total of approximately 650 members. Durango Education Association is the largest local with 273 members.

The Colorado Education Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Minimum Qualifications
- Effective customer service skills
- Excellent verbal, written and interpersonal communications skills
- High degree of accuracy and attention to detail in all work products
- Documented proficiency in various computer technologies in a Windows-based PC environment (Microsoft Office, including Word, Excel, Access, PowerPoint, etc.); experience in desktop publishing software used in basic design/layout (flyers, etc.) is desired
- Proven ability to independently manage multiple, diverse tasks
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure
- Successful work in a team environment
- Ability to gather, organize and disburse information and reports as needed
- Strong work ethic and ability to be a self-starter
- Ability to navigate school district administrative offices in support of locals in assigned UniServ Unit(s)

Primary Responsibilities
- Provide administrative support to the UniServ Director and UniServ Unit
- Consult, advise, and assist members with various activities of membership recruitment and retention
- Serve as the primary contact for phone, e-mail, and personal inquiries about membership, rights issues and other member services
- Work with UniServ Director, leaders and other Association staff to plan and arrange member trainings and activities within the Unit
- Help develop and distribute Unit newsletter and other publications as requested
- Assist with membership processing throughout the year
Primary Responsibilities (continued)
- Monitor Unit budget and staff/leader expense vouchers
- Compose, print, and distribute Unit newsletter and other publications as requested
- Communicate and work with the Unit Chair, Unit representatives on the CEA Board of Directors and other local leaders to meet their needs and requests
- Coordinate travel plans for the assigned UniServ Director and Unit leaders
- Provide support to member/leader groups as assigned
- Provide support for organizing and capacity building efforts with leaders, members, and staff

Compensation and Benefits
This is a part-time (22.5 hours per week), bargaining unit position, with a salary range of $25,488-$41,040 based on prior experience. An excellent, prorated fringe benefits package is provided as defined in the collective bargaining agreement, including vacation, sick leave, life insurance, and a defined contribution retirement benefit and 401(k) plan.

Application Procedure
To complete an application, please visit the CEA career opportunities website - https://www.coloradoea.org/career-opportunities/.

Applications must be received at CEA by 5pm (MST), October 30, 2020. The letter of interest that you will be asked to submit should be addressed to Hiring Manager at:

Colorado Education Association
1500 Grant Street
Denver, Colorado 80203