

**Assistant Position to two MEA Program areas:  
Collective Bargaining & Research and Training & Professional Development**

The Maine Education Association (MEA) believes that every child has the right to receive an excellent education at a great public school, advocating on behalf of educators statewide.

The MEA seeks qualified, organized applicants for a full-time assistant position to work with two program areas, Collective Bargaining & Research and Training & Professional Development in its Augusta office.

Primary responsibilities are to assist the Program Directors in implementing their program areas for member needs. Duties include but not limited to: assisting with meeting/conference planning; researching contracts; salary schedule input; maintaining databases, files and accounts; electronic newsletters and meeting registrations; reception phone coverage.

A Bachelor's degree is required. Skills required include: excellent communication skills and customer service; detail to accurate data entry; math skills; proficient with Microsoft Office Suite – Word, Excel, Access, Outlook, PowerPoint; Electronic Communications and Social Networking programs. Familiarity with contract language helpful.

Excellent salary and fringe benefits.

Application deadline is October 6, 2017. Demonstration of software skills required. Applicants should send a cover letter, resume, and three employment references to:

Linda Heaney  
Maine Education Association  
35 Community Drive  
Augusta, ME 04330  
or  
lheaney@maineea.org

MEA is an equal opportunity employer.  
Women and Minorities are encouraged to apply.