

Job Posting: Executive Director

East Central Ohio Education Association (ECOEA)

The East Central Ohio Education Association (ECOEA) is seeking an organized, collaborative, and mission-driven **Executive Director** to support and advance the work of our district and its members. ECOEA represents 7,000+ education professionals across Carroll, Columbiana, Holmes, Stark, Tuscarawas, and Wayne Counties and is one of 10 districts within the Ohio Education Association.

Responsibilities

The Executive Director will provide operational, administrative, communication, and financial support for the Association, including but not limited to:

Meeting & Event Coordination

- Plan and manage meetings, workshops, programs, and events, including logistics, site selection, catering, registration, communication, and publicity.
- Assist in preparing agendas and reports for meetings.
- Collaborate with officers and committee chairs to organize monthly Executive Committee meetings and other events (20–24 per year).
- Attend OEA District Leaders Council Meetings and OEA Representative Assemblies in Columbus (7 per year).

Communications & Publications

- Plan, write, edit, and distribute monthly electronic newsletters.
 - Maintain and regularly update the ECOEA website and social media accounts (including Facebook).
 - Compose and distribute meeting notes, presentations, and reports.
 - Submit a monthly report to the Executive Committee.
- Ensure accuracy and completeness in all communications.

Office & Administrative Management

- Manage and maintain both electronic and paper filing systems.
- Communicate information to members via phone, email, written documents, and in-person interactions.
- Maintain a professional image and support a collaborative team environment.
- Manage the ECOEA office space and maintain organizational records.
- Works in cooperation with Business Manager during the probationary period

Financial Management

- Maintain QuickBooks files and provide monthly financial reports to the Executive Committee.
- Process vouchers and invoices.
- Oversee annual internal financial review/audit.

Member & Organizational Support

- Build and maintain positive working relationships with the officers and other colleagues if applicable.
 - Build and maintain positive working relationships within the organization at all levels.
 - Provide input on decisions that impact organizational functions.
 - Promote the mission and professionalism of ECOEA.
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Qualifications, Knowledge, Skills, and Abilities

- High proficiency with Microsoft Office Suite and/or Google Suite.
- Basic proficiency with QuickBooks.
- Experience with basic finance and budgeting.
- Experience with event or workshop planning.
- Ability to host virtual meetings and events.
- Strong written and verbal communication skills.
- Ability to compose, proofread, and revise business correspondence.
- Strong organizational and time-management skills.
- Self-starter with ability to work proactively to balance multiple tasks.
- Team player and willingness to accept feedback.
- Experience with public education and/or unions preferred.
- Must be (or become) a United Education Profession member if eligible.
- Must have a record free of criminal offenses prohibiting public school employment.
- Must be bondable
- Must be able to maintain consistent office hours, including some availability during standard weekday business hours.

Physical & Travel Requirements

- Ability to lift, carry, and move work-related equipment.
 - Ability to travel to meetings and assignments, including operating or riding in a personal vehicle.
 - Prolonged use of a computer keyboard and monitor.
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Position Details

- **Salary:** Starting at \$24,000 per year; employer-paid Social Security.
No health insurance benefits; some travel expenses reimbursed.
 - **Hours:** 15–20 hours per week; some flexible scheduling, including weeknights/weekends; travel to Columbus and other locations as needed.
 - **Location:** ECOEA Office – 129 Easton St. NE, Suite 103, Canton, OH 44721; hybrid/remote work as appropriate.
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How to Apply

Interested candidates should email a **cover letter, resume and 2 contacts for reference** to ecoea@sbcglobal.net and CC to trevorje1@gmail.com no later than **December 12th**.

ECOEa is an equal opportunity employer.