

East Central Ohio Education Association- Program Coordinator

Responsibilities

- Prepares for and makes arrangements for meetings, programs, workshops, and events including site locations, food, registration, communication and publicity, and other matters as needed
- Assists in preparation of agenda for meetings and other reports
- Attends monthly ECOEA executive committee meetings, workshops, and other meetings as necessary (20-24/year)
- Attends OEA District Leaders Council Meetings and OEA Representative Assemblies in Columbus (7/year)
- Plans, writes, edits, and publishes electronic newsletters
- Maintains and regularly updates the organization website
- Maintains and regularly updates organization social media accounts including Facebook and Twitter
- Composes, prepares, and distributes meeting notes, presentations, and reports
- Submits a monthly report to the Executive Committee
- Maintains electronic and paper filing systems
- Communicates information to members in person, by telephone, in written form, and email
- Communicates information with various groups of the unified organization
- Reviews and proofreads material for accuracy and completeness
- Provides input into decision-making that impacts functions
- Operates in a collaborative team environment
- Promotes a professional image of the organization

Qualifications, Knowledge, Skills, and Abilities:

- High proficiency with Microsoft Office Suite and Google Suite
- Workshop/Event planning experience
- Ability to communicate effectively and professionally
- Ability to effectively compose, proofread, and revise business correspondence
- Organizes tasks and manages time effectively
- Experience in basic finance and budgets
- Experience with public education preferred
- Experience with unions and the various activities associated with unions preferred
- Be a United Education Profession member where eligible
- A record free of criminal violations that would prohibit public school employment
- Duties require lifting, carrying, and moving work-related supplies/equipment
- Duties require operating and/or riding in a vehicle
- Duties require traveling to meetings and work assignments
- Duties require prolonged use of a computer keyboard and monitor

About ECOEA

ECOEA represents more than 8,000 teachers, faculty members, and support professionals who work in public schools. ECOEA is one of the 10 districts of the Ohio Education Association and includes education professionals in Carroll, Columbiana, Holmes, Stark, Tuscarawas, and Wayne Counties. Visit the ECOEA website <http://ecoea.ohea.us/> for more information about ECOEA.

Other information:

Salary: \$18,000 per year, employer paid social security. No health insurance benefits. Some travel expenses reimbursed.

Hours: average 15-20 hours/week; some flexible hours but includes weeknight and weekend meetings/events

Position location: ECOEA Office- 129 Easton St. NE Suite 103 Canton, OH 44721; may work some hours remotely

Interested candidates should email a cover letter and resume to ecoea@sbcglobal.net by December 9.

ECOEA is an equal opportunity employer.