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myUEA.org

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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT

MEMBERSHIP SUPPORT PROFESSIONAL

(This is a two-year, partially grant-funded position that may become permanent based on need and funding availability.)

Date of Posting:	July 1, 2024	Closing Date:	August 4, 2024
Interviews:	Week of August 12, 2024	Employment Date:	September 3, 2024
Salary:	Starting salary will be commensurate with training and experience.		
Range:	Starting Range: \$40,688-\$51,145 with increases for longevity Generous benefit package (medical, vision, dental, retirement, and paid leave)		
Classification:	Full Time/Non-Exempt (non-supervisory, overtime eligible)		

Organization and Position Summary

The Utah Education Association is the largest public education employee association in Utah, representing about 18,000 active classroom teachers, retired educators, administrators, licensed education-related service providers and campus student organizations. Under the general direction of the membership director and finance director, and as part of a dynamic team, this position fulfills membership database and dues processing functions. This position is based at UEA Headquarters in Murray, UT, with potential for hybrid work flexibility after successful completion of a minimum six-month provisional period. This position reports to the UEA governance support and administrative director.

Essential Functions

- Utilize a web-based, database management system maintaining member and leader information;
- Data entry and quality monitoring;
- Collect, allocate and balance membership dues and other funds received, performing accounting related functions in an organized, accurate, and timely manner;
- Maintain confidential and historical files;
- Prepare standard and custom membership reports;
- Provide membership related support to affiliate partners including training affiliate support staff in the use of membership and related databases;
- Perform general clerical duties including mail merges, spreadsheets, power point presentations and meeting preparation;
- Develop an overall working knowledge of all membership department functions to facilitate excellent service for our members and affiliates;

The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators. Black, Latin-/o/a/e/x, Asian American, Indigenous, and Pacific Islander individuals; as well as LGBTQIA+ people, veterans, people living with disabilities, and other individuals with lived experience being part of marginalized communities are encouraged to apply.

- Utilize excellent problem-solving skills such as data analysis, scheduling or rearranging work to meet deadlines, database troubleshooting, etc.;
- Self-manage and prioritize duties efficiently, without constant supervision;
- Draft letters and other oral and written communication;
- Minimal in-state travel, and possible out of state travel;
- Minimal evening and weekend work may be necessary;
- Telephone reception and other duties as assigned; and
- Valid driver's license is required;

Preferred Qualifications

- Associate degree;
- Two or more years of experience performing comparable duties;
- Exceptional attention to detail;
- Excellent computer skills including typing, knowledge of Microsoft applications, especially Excel, and including Adobe, PowerPoint, Word, etc.;
- Experience or ability to learn and utilize other databases, software programs, etc. (e.g., Salesforce, Voter Action Network, Hustle, WordPress, social media platforms);
- Basic accounting experience beneficial;
- Proven proofreading, editing and business writing skills;
- Excellent communication (written and oral) and customer service skills required;
- Strong interpersonal skills, able to work in a team environment;
- Self-motivated to complete duties independent of direct supervision;
- Ability to prioritize projects and tasks; manage multiple projects simultaneously, and manage frequent interruptions
- Able to learn established processes and procedures

Application

Candidates selected to interview will be asked to complete a few administrative skills testing exercises, which will be scheduled separately.

Submit a letter of interest, resume and three professional references to HR@myUEA.org.

Utah Education Association: Human Resources
P.O. Box 57880 Murray, UT 84157-0880 | (801) 417-0226