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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT

EVENTS COORDINATOR ASSOCIATE PROFESSIONAL

Date of Posting:	April 2, 2025	Closing Date:	April 27, 2025
Interviews:	Week of May 12, 2025	Employment Date:	Immediate (negotiable)
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 multiple program director(s), and as part of a dynamic team, this position provides logistical and programmatic support for various conferences, committees, and task forces. 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

- Under the direction of respective program directors, provide general support for UEA events and meetings; primarily House of Delegates (annual); Summer Learning Institute (annual); Council of Local Presidents (ongoing):
 - Partner in arranging onsite, offsite virtual meeting spaces;
 - Arrange, catering, refreshments, supplies, materials and lodging for events; collaborate on establishing hotel contracts;
 - Create and manage registration, arrival and check-in processes, communication, etc.;
 - Collaborate on meeting agendas, minutes and content as necessary;
 - Record attendance in database and track re-licensure points if applicable;
 - Support other programs, committees, and/or task forces with meeting logistics;
- Provide additional support for other program area events as needed;
- Coordinate UEA's participation in the NEA Representative Assembly (RA):
 - Out-of-state travel: one week for site selection in winter and a week over July 4th holiday;

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.

- Plan and coordinate logistics, registration, communication, and accommodations for annual convention of delegates;
- Negotiate contracts with UEA hotel including complimentary rooms, discounts, meeting space, audio/visual costs, designed housing form, confirmation numbers, collects first night's deposit, creates rooming list; main contact with hotel;
- On-site contact to troubleshoot problems with members, managers, and staff; set up room and audio visual for daily caucus meetings;
- Prepare invoices for hotel accommodations and reconcile billing after the RA;
- Provide support for the professional learning and UniServ (Unified Services) programs;
 - Maintain the reliability and accuracy of the Learning Management System (LMS) portal, data, and reporting functions;
 - Work closely with IT staff, LMS administrator, and stakeholders to ensure integration needs are met and system is consistently functional and efficient;
 - Serve as a primary contact for and lead Learning Data Specialist within the affiliate;
 - Support data compilation for UniServ grant program and educator salary and fringe benefits for bargaining support;
- Reliable transportation for in-state travel and potential other out-of-state travel is required.
- Some evening and weekend work, with occasional overtime supporting these various events;
- Other duties as assigned.

Preferred Qualifications:

- Associate degree or two or more years recent experience performing comparable duties;
- Proficient or above average in the use of business applications, including business writing, creation of spreadsheets and a working knowledge of basic accounting practices;
- Excellent computer skills including knowledge of Microsoft applications; ability to learn and utilize other databases;
- Exceptional attention to detail and accuracy;
- Experience with project management, event planning, reports etc., preferred.
- Able to prioritize, manage and self-direct multiple priorities to meet deadlines through frequent interruptions and in stressful circumstances;
- Maintain regular, dependable, and on-time attendance;
- Able to work in a diverse, team-oriented environment, and function well under pressure;
- Able to demonstrate excellent interpersonal and judgment skills;
- Experience in education-related or nonprofit environment;
- Commensurate work experience accepted.

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, either letters of recommendation or names with phone and email contact, to HR@myUEA.org.

Utah Education Association: Human Resources
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