

## NOTICE OF HIRING



**Position Title:** Administrative Assistant to the Ithaca Teachers Association  
**Location:** North Cayuga Street - Ithaca, NY  
**Anticipated Start Date:** October 29, 2018 or as soon as possible  
**Posting Dates:** October 13, 2018 – October 22, 2018 or until position is filled

### **Description:**

- The Ithaca Teachers Association is a professional union with about 600 members that are employed by a public school district.
- The Ithaca Teachers Association (ITA) is affiliated with New York State United Teachers (NYSUT), American Federations of Teachers (AFT) and National Education Association (NEA) and American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).
- The ITA Administrative Assistant provides service and support to the association, the membership of the ITA, and specifically to the President, Executive Cabinet Officers and Chairpersons of the organization.

### **Job Responsibilities would include but are not limited to:**

- \* Reporting and tracking of membership rosters including general information, dues, bookkeeping for an annual budget, distributing funds, filing of receipts and taxes, producing budget reports, reporting with workers compensation and insurances, preparing tax documents for accountant and auditors, and regular reconciliation of multiple bank accounts.
- \* Updating electronic databases using information from employer personnel reports, collecting and tracking member information, preparing and distributing information for meetings and general correspondence with ITA members and other staff in the school district and state union offices, collecting and researching information, and assisting union members with services with their professional and personal needs.
- \* Answering phones and taking messages, filing, mail sorting, typing and filing of agendas and minutes, compiling information into electronic newsletter, assisting with digital sources (google drive, WordPress webpage, Facebook, Twitter, MailChimp and other apps.) and general cleaning/organization of the office on a weekly basis.
- \* Purchasing supplies and conducting errands for the office and meetings, banking paperwork and deposits, assisting in the organization of association events which require the use of a personal vehicle.
- \* Being an Administrative Assistant to the ITA President including daily scheduling and tracking of appointments and mileage, arranging yearly meetings and travel schedules/accommodations and communicating directly through phone calls, emails, Google drive and text messaging.

### **Yearly Schedule and Hours:**

- \* The last week of August through June: 8:30 a.m. – 4:30 p.m. on Monday, Wednesday, Thursday and Friday. 8:30 – 5:00 on Tuesdays.
- \* July 1<sup>st</sup> to the last week in August: 8:30 a.m. – 12:30 p.m. Monday through Friday.
- \* The position will have the paid national holidays and other breaks that the ITA membership has during the academic year.

### **Qualifications:**

- \* High School Diploma and completion of a Certificated Program in related field. An Associates, Bachelors or Masters degree preferred.
- \* Must possess excellent interpersonal skills on the phone, email and in person. Confidentially and organizational skills required.
- \* Must be skilled in Google suite, email, list-serves, WordPress, electronic databases, Access, Quickbooks, Microsoft suite, social media platforms and apps.
- \* Knowledge and understanding of unionism and the American Labor Movement is desirable.
- \* Experience and skills in social media, community relations, marketing, mobilizing and organizing preferred.

**Minimum Salary Base:** \$27,500 minimum base salary with additional financial benefits

### **Apply To:**

Please send application, resume and cover letter to:  
Ithaca Teachers Association  
Attn: ITA President  
1375 North Cayuga Street  
Ithaca, NY 14850

OR

Documents can be sent electronically to [adamp612@hotmail.com](mailto:adamp612@hotmail.com)

The application can be picked up at the ITA office or can be accessed and printed from our website homepage - [www.ithacateachers.org](http://www.ithacateachers.org)

*The Ithaca Teachers Association is affiliated with NYSUT, AFT, NEA, and AFL-CIO, representing more than 600 members in the teaching and education profession.*

*The Ithaca Teachers Association is a certified Tompkins County Living Wage Employer  
Equal Opportunity Employer (EOE)*