December 11, 2025

Internal/External Posting

Job Title: **Field Services/Membership Staff Assistant**

Location: **WEAC Office, Madison, WI**

Reports to: **WEAC Field Services Manager & Director of Finance & Operations**

Classification: **Associate Staff, Category D**

Job Summary: This position provides administrative support to the Field Services department, Organizing Directors, UniServ Directors, UniServ governance and local leaders; and performs membership processing duties for the Wisconsin Education Association Council (WEAC) and its constituents.

Job Duties and Responsibilities:

- Provide administrative support for the Field Services department, Organizing Directors and UniServ Directors
    - Support membership drives and bargaining and organizing efforts, including organizing/preparing membership materials.
    - Data entry related to these efforts.
    - Design (with content provided) and layout newsletters or other electronic communication.
- Provide office support for region offices
    - Greet visitors and phone calls with professionalism; take and distribute messages as needed.
    - Process invoices for payment.
    - Assist in arranging meetings, conferences and related travel including as needed: preparing agendas, updating governance documents, and related post-meeting follow-ups.
    - Provide support for Regional Professional Development offerings and other Regional events. (ex flyers, registration)
    - Distribute newsletters and other electronic communications to members.
- Assist with WEAC and Region annual Representative Assembly meetings
    - Provide member lists and prepare delegate forms and mailings.
    - Attend the Representative Assembly meeting(s) to assist with registration.
- Membership department support
    - Assist in the preparation and dissemination of member mailings.
    - Process membership data entry projects on a continual basis.
    - Provide high quality customer service to WEAC members in responding to phone calls, emails and cases. This includes serving as “lead” for general phone/email communication one day per week, as well as addressing all member inquiries that come in over the weekend.
- Other duties as assigned

Essential Knowledge, Skills and Abilities:

- Successful previous experience working with databases, preferably in membership or customer orientated databases.
- Knowledge of, or the ability to learn, the current membership database and reporting modules to monitor and process all aspects of membership for WEAC and affiliates.
- Proficiency with Microsoft Office Suite. Comfortable in using technology to improve efficiency and effectiveness in the course of work. Strong Microsoft Excel skills preferred, including VLOOKUP/XLOOKUP, pivot tables, conditional formatting, and data analysis functions.
- Possess ability to follow directions and work collaboratively to fulfill department objectives.
- Possess ability to work independently to prioritize work to meet deadlines and perform complex administrative tasks.

- Excellent written and oral communication skills, as well as strong proofreading skills.
- Ability to adapt to changes in priorities.
- Sound judgment in handling conflict, complex tasks, and work-related tension.
- Ability to maintain confidential information in a professional manner.
- Perform all duties in a professional and competent manner.
- Ability to work overtime as needed.
- Ability to promote and adhere to the policies and procedures adopted by the WEAC Board of Directors and Representative Assembly.
- Valid driver's license and ability to handle out of office tasks, and support meeting activities.

Training and Experience: Minimum: high school education. Post-secondary education course work and/or Associate and/or bachelor's degree preferred.

Salary and Fringe Benefits: As negotiated between the Wisconsin Education Association Council and United Staff Union (including, but not limited to health, dental, vision, life and long-term disability insurance, liberal retirement package, vacation and sick leave, training funds). Optional hybrid work schedule, following completion of training.

Deadline for Applications: Applications will be accepted through 5:00 p.m. CST, January 4, 2026. Please submit a resume, letter of interest detailing your experience in the areas of responsibility outlined above, and three professional references who are familiar with your work.

Submit Applications to:

Human Resources
Wisconsin Education Association Council
33 Nob Hill Road
P.O. Box 8003
Madison, WI 53708-8003
(Reference: Staff Assistant)
e-mail application: HeinJ@weac.org

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