



**775 North State Street
Jackson, MS 39202**

www.maetoday.org/careers

EMPLOYMENT APPLICATION

Return to: alattimore@maetoday.org

Employment Application

Position Title

Name	First	Middle	Last
Address			Home Telephone Number
City, State, Zip			Office Telephone Number
E-mail Address			Cell Number:
If you are known to schools or references by another name, please give name			
When are you available to start?			
Have you ever worked for the MAE?			If so, when?
How did you learn about this vacancy?			
Are you legally eligible to work in the U.S.?			
Do you hold a valid driver's license? State?			

EDUCATION

Education	Name & Location	Major Field of Study	Specify Diploma, Degree, or Certificate received
High School			
Certified Technical/ Occupation Specific Training			
College/University			
Post Graduate Study			
Other (including military)			

**NOTE: An official transcript of the highest degree conferred may be required, if selected.*

ADDITIONAL DATA:

If appropriate to the position for which you are applying, please complete the following:	
Operating Systems	
Application Systems	
Networks	
Software used	
Other technology operated <i>(if applicable)</i> :	

Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application on your last page. **Use additional sheets, if needed.**



COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.

EXPERIENCE: (Begin with most recent position.)

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

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(Use additional sheets if necessary)



775 North State Street, Jackson, MS 39202

Job Posting

Position Title: Membership Processing/Administrative Associate
Department: Business & Finance
Supervisor: Director of Organizing & Membership
Location: MAE Headquarters
Hours/Status: Full-time/Permanent
Salary: Negotiated \$37,000 - \$51,400 per year
Classification: MAE/MESO Contract Bargaining Unit Position – Associate II
Posting Closing Date: August 1, 2025

POSITION OVERVIEW: The MAE Membership Associate reports to the Director of Organizing and Membership. The position is responsible for processing membership applications in an accurate and timely manner to ensure the organization's financial sustainability. MAE seeks an individual who thrives on data input, billing, training others, communicating with local associations and members, and developing effective relationships. This position is best suited for someone who enjoys working with people of diverse backgrounds and is passionate about public education.

QUALIFICATIONS:

- Associate degree preferred or equivalent experience
- Knowledge of Microsoft Office applications: Excel, PowerPoint, Outlook, and Word
- Knowledge of web-based applications and strong oral and written communication skills
- 2-3 years of data processing experience

ABILITIES AND SKILLS:

The successful applicant must be able to demonstrate proficiency in:

- Effective communication with association leaders, members, and all levels of association management, governance, and staff.
- Effective listening, strategic thinking, and time management.
- Excellent organization and time management skills
- Working with and maintaining data and information of a confidential and proprietary nature.
- Exercising discretion with sound judgment.
- Demonstrating initiative, creativity, and resourcefulness.
- Performing duties with a high level of efficiency, accuracy, and integrity.

Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. MAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.

RESPONSIBILITIES:

I. Member Services

- Respond to inquiries and assist members, local leaders, and representatives.
- Provide information on membership status, eligibility, and dues.
- Serve as a liaison to local association leaders, offering support and information.

II. Membership Processing and Reconciliation.

- Process renewals, additions, and deletions.
- Reconcile dues accounts and handle bank returns.
- Maintain accurate member records and processing disbursements.
- Coordinate future year membership processing.

III. Online Enrollment Form.

- Update and process member enrollment forms online.
- Manage report processing using various systems.
- Handle required rosters, labels, and reports.

IV. Legal Services

- Maintain routine legal service inquiries.
- Process information requests and maintain case files.
- Maintain attorney lists and distribute materials for member rights training.

V. Field Services and Leadership Development

- Provide secretarial support for the Director of Membership and Field Services
- Support of the UniServ Staff with secretarial services.
- Coordinate leadership development training and maintain related materials.
- Develop reports on members trained in leadership skills.

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VI. Assist the Director of Field Services & Membership – provide administrative support for the Director of Field Services & Membership as assigned and other special projects as assigned.

VII. Other Duties - Perform other duties as assigned by the Executive Director, the Director of Field Services & Membership, or the Chief Financial Officer.

Additional Information:

This position is salaried. The standard work week is 37 ½ hours per week. Hours worked more than the standard workweek shall be paid overtime at the rate established by MAE policy. Evening and weekend work may be required occasionally to complete the duties of the position. MAE offers a comprehensive benefits package including employer-paid health insurance, dental and vision insurance; paid vacation, sick, personal leave; holidays; a 401K retirement option; a defined benefit pension plan; and life and long-term disability insurance.

We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team. To apply, please submit your resume and a cover letter to Alice Lattimore at alattimore@maetoday.org with a subject labeled "MAE Membership Processing Associate."

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