

**Nevada State Education Association
Announcement of Vacancy for Membership Information Specialist**

Date of Posting: September 27, 2021

Closing Date: October 8, 2021

Title: Membership Information Specialist

This position is responsible for the successful completion of those routine and special assignments and other related assigned tasks and duties.

- Enter membership data using the membership forms as the source document.
- Processing updates and changes to existing membership records in NEA360, IMS or comparable membership tracking systems. (e.g. change of address, name, contact information, e-mail addresses, membership types, other)
- Creating recurring and special membership reports to include the suite of monthly end of month reports.
- Receive and load onto the NSEA server environment electronic records received from school districts and local associations.
- Interface with vendor data systems to extract and import membership records as required by NSEA Management.
- Reconcile membership data between the school district, Local Associations, IMS, and other databases.
- Reconcile NSEA and NEA membership information and membership dues to ensure the two sources of information match.
- Review, report and resolve information and issues when comparing former district records with new district records.
- Review, report and resolve information and issues when comparing school district records with Local Association records.
- Review, report and resolve information and issues when comparing NSEA records with NEA records.
- Prepare deposits and generate supporting documentation to receive membership dues. Support the accounts receivable system and funds receivable system.
- Update the NSEA roles in NEA360 and IMS.
- Receive contacts from members inquiring about the status of their information and perform the necessary investigations to resolve their issues.
- Generate and distribute reports for the various NSEA teams who require membership information.
- Periodically attend training on new and existing membership systems.
- Teach peers and others as assigned how to use the membership tracking systems.
- Distribute member information for new members.
- Purge the membership data bases of cancelled, inactive and other dormant information.
- Support information gathering campaigns using the information to update the membership tracking databases.
- Perform other duties as assigned by NSEA management staff.

Salary and Benefits per the NSO-Nevada-NSEA bargaining agreement.

Application Procedure:

Applications will be accepted through Friday, October 8, 2021. A letter of interest, resume and completed application (which is located www.nsea-nv.org) should be sent to:

Lisa Toth, Director of Operations
Nevada State Education Association
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702-733-7330 ext. 5026
702-733-6004 (fax)

Nevada State Education Association is an Equal Opportunity Employer. Ethnic minorities and women are encouraged to apply.