CEA Data Support Position (NEA360 Innovation & Technology)  
Based in Hartford, Connecticut

About Us:

Connecticut Education Association is a dedicated educators’ labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

The Data Support position is a 1 or 2-year contract position designed by the National Education Association (NEA) to supplement state affiliate resources in pursuit of maximizing utilization of NEA360 for state affiliate innovation (technology-related data projects and tasks).

This role is state-hired and NEA-funded.

Position Responsibilities:

**Member Data Strategies**

- Assist with obtaining and preparing membership lists for upload.
- Import reconciled membership lists into the IMS/NEA360 program.
- Update membership status (member/potential member) and tie to membership forms.
- Conduct periodic clean-up of membership lists, including PM/other duplicates.
- Upload data (roles, tasks, member demographics, programmatic data) to IMS and NEA360.
- Create user groups.
- Expand participation in NEA360 Portal and edCommunities.
- Set up state affiliate programs using the NEA360 program builder.
- Assist in developing Mobile Leader rollout campaigns.
- **Note: this is not a membership processing role**

**Communications**

- Support Sales Force Marketing Cloud (SFMC) projects (digital journeys for member engagement).
- Use membership lists for digital communications. Get member feedback on ID engagement opportunities.
- Use existing lists to effectively target messaging to specific membership groups.
- Support/expand NEA360/website integration, including, but not limited to Form Assembly integration.
**Reporting**

- Design and create NEA360 state-wide standard metrics.
- Create NEA360 reports and dashboards for specific CEA audiences/user groups (e.g., UniSefield staff).
- Develop reporting for organizing to meet the requests of field staff and local leaders.
- Develop engagement lists (‘heat maps’) for locals and worksites.
- Collaborate with Government Relations when necessary.

**Relevant Skills**

- Database management and software experience
- Ability to obtain and organize information from various sources.
- Ability to problem-solve and develop relationships.
- Ability to quantify data and leverage technology for results.
- Strong written communication skills.

**Person to Whom This Position Reports:**

This role is state-hired, NEA-funded, and reports to the CEA Chief Finance Officer.

**Pay and Benefits**

The salary range is $58,081 - $61,621 annually determined by experience. We also offer medical, dental and vision plans, paid holidays, vacation days, personal days, and sick time.

**Equal Opportunity**

Connecticut Education Association is an equal opportunity employer, and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

Individuals with disabilities requiring disability relate accommodations in the application and interview process, please call Jennifer Green in Human Resources @860-725-6303.

**Applications**

Interested candidates should submit a letter of interest, resumé and complete contact information via email to Jennifer Green at Jenniferg@cea.org no later than September 26, 2023.