

FULL-TIME PROFESSIONAL SUPPORT STAFF VACANCY

TO: Local & Council Presidents
Executive Board Members
External Candidates

FROM: Dan Montgomery, President
Illinois Federation of Teachers

DATE: February 18, 2025

POSTING: FULL-TIME PROFESSIONAL SUPPORT STAFF SPECIALIST

As per the Illinois Federation of Teachers By-Laws Article VI, I hereby post a **full-time** professional support staff specialist vacancy to be initially assigned to the Westmont office **effective on or after March 1, 2025**. Job qualifications and duties for this position are listed on the attachments.

- (1) application is made by sending a letter and current resume to the attention of Barb Latta by e-mail to blatta@ift-aft.org **no later than Friday, February 28, 2025;**
- (2) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (3) interviewees will be selected from the application letters with current resumes received in the Westmont General Office;
- (4) interviews will be conducted in the Westmont General Office or via video conference;
- (5) employment will begin as per a mutual agreement between the successful applicant and the IFT;
- (6) salary and benefits as per experience and the contract between the IFT and IOU/CNG.
- (7) Illinois Federation of Teachers is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Any questions regarding the vacant position may be directed to the attention of Maureen Shanahan by telephone at 630/468-4051 or e-mail at mshanagan@ift-aft.org.

Attachment: Job Qualifications and Main Functions

ILLINOIS FEDERATION OF TEACHERS COMPLIANCE SPECIALIST

JOB QUALIFICATIONS

1. Ability to work well with Local Leaders, IFT staff and AFT Staff; and
2. Clear evidence of ability to organize and prioritize information so it is useful to both the IFT and the AFT; and
3. Evidence of an understanding as to why the information that is developed is necessary to the good operation of the Union; and
4. Superior computer and internet skills, including the use and optimization of Microsoft Office products, web-based applications and programs, as well as organization specific technical programs and systems; and
5. The ability to use good judgment and discretion in handling sensitive information; and
6. A willingness to work beyond the normal workday, as well as weekends, to accomplish the required assignments; and
7. Working knowledge of IFT and AFT constitutions as they pertain to mandated requirements of each local; and
8. Understanding of DOL and IRS regulations that apply to IFT Locals.

MAIN FUNCTIONS

- Create and maintain a spreadsheet to track the following info for all locals and councils:
 - Constitutions
 - AFT mandated language
 - Audits/financial reviews
 - FYEs
 - EINs
 - Revocations (from IRS website) and Reinstatements
 - Charter dates
 - LM Filings
- Work with staff and locals to gather constitutions, FYEs, and audits/reviews.
- Create and update financial review forms for local usage.
- Review, log and forward to AFT copies of constitutions and audits/reviews as they are received.
- Provide compliance status details to staff.
- As requested, review local constitutions for AFT mandated language and other recommended language; work with locals to include such language.
- Contact locals and/or staff regarding locals that have submitted incorrect reviews; explain the necessary corrections.
- Work with local treasurers regarding financial review procedures, as requested.
- Create and keep updated informational pieces for all aspects of compliance and post all info to website for local leaders and staff.
- Ensure that up-to-date AFT requirements and IRS requirements are disseminated to staff and local leaders.
- Provide updates to locals during President/Treasurer workshops, as requested.
- Work with the Accounting Director, locals, and staff as various matters/questions arise.
- Work with the Accounting Director and Communications Dept. to include IFT and IRS compliance deadlines and info in e-publications.
- Work with the Accounting Director and/or local to prepare tax-exempt status reinstatement paperwork for revoked locals/councils.
- Act as liaison to ensure that EINs are added to AFT group exempt roster.
- Track Form 990 filing status of locals and councils and notify them of an impending deadline to ensure they file on a timely basis.
- Prepare and submit Form 990-N as requested by locals and councils.
- Assist Accounting Director with 990-EZ preparations, as needed.
- Assist Accounting Director with responses to IRS notices received by locals and councils, as requested.
- Work with IRS to obtain answers on behalf of locals/councils.
- Download list of local presidents and addresses for submitting to ISFL once each year.
- Work with field staff to complete AFT local number requests and charter applications and to get the new local set up with compliance requirements (AFT, IFT and IRS) and in the dues/vendor systems.

MAIN FUNCTIONS (continued)

- Work with the Accounting Director to identify private sector locals for the preparation of LM-1/LM-2/LM-3/LM-4s and assist with preparation as needed.
- Participate in the dues in arrears notification procedures.
- Help locals/staff with dues arrears, as requested.
- Periodically work with the Accounting Director to clear up uncashed checks (payable to locals).
- Work with all involved on fraudulent check cashing issues, as required.
- During AFT convention years:
 - work with AFT to ensure that all locals registered for convention are in compliance with the AFT Constitution; and
 - coordinate with AFT and IFT Meetings and Travel Director to ensure delegates are registered, certified, and have hotel reservations.
- During IFT convention years:
 - verify locals are in compliance with the IFT Constitution,
 - work with support staff to enter all IFT delegate info into membership database,
 - work with Credentials Committee at convention, and
 - work at the credential adjustment desk.