



SIA SECRETARY JOB DESCRIPTION

The SIA Secretary position is a fast paced, dynamic position that requires a high level of skill, initiative, and strong leadership. This individual will serve as Secretary on the SIA Executive Council, under the direction of the SIA President. The Secretary must be adaptable to a fast paced environment, proactive in problem solving, energetic, and creative. This is a Full-Time Ground position: Monday-Friday, 8a-5p with various travel assignments.

APPLICANT INSTRUCTIONS:

A Letter of Intent must be sent by [SkyWest Online Message](#) to Jessica Stoker.

A resume must follow and be sent to jstoker@oursia.org no later than **Thursday, January 5th at 10am MT.**

Those invited to interview are responsible for shift coverage and travel arrangements which may include an in-person interview by the SIA Board in Las Vegas on January 11th.

Overview of Essential Skills

- Professional and personable manner
- Strong emphasis on confidentiality
- Ability to make decisions in the best interest of the majority of Flight Attendants
- Willingness to support and assist all Flight Attendants and SIA Board
- Excellent verbal and written communication skills - Emphasis on editing, detail and accuracy
- Strong leadership skills
- Self-starter and problem solver
- Team player, but also able to work independently
- Working knowledge of Flight Attendant and Company Policy Manuals
- Ability to carry out policy and procedural research as needed
- Computer skills – Microsoft Office (Word, Outlook, Excel)
- Organizational skills with strong attention to detail
- Ability to prioritize and handle multiple work assignments
- Willingness to learn new skills
- Willing to non-rev to meetings

Administrative Responsibilities

Including but not limited to the following:

- Flight Attendant contact (telephone and email)
- Attend meetings as directed by the SIA President
- Provide direction and guidance to new Board Members
- Record keeping – Assist with voting and term records
- Assist with creation and printing of agendas and meeting materials
- Assist with maintaining logs and all SIA records
- Assist with setting up Rep elections, Surveys and Pay Packages
- Policy research and proposal development
- Draft and edit necessary communication
- Updating Internal Support Materials
- Other duties as directed by the SIA President