Position and Description:

The VEA is seeking qualified applicants for the position of Government Relations Specialist. VEA is a statewide community of more than 40,000 teachers and school support professionals working for the betterment of public education in the Commonwealth. VEA is the state affiliate of the National Education Association with more than 3 million members. See our website at www.veanea.org.

Minimum Qualifications:

- Bachelor’s degree
- Experience in state-level political campaigns
- Ability to speak and write effectively and to employ desktop publishing software
- Ability to manipulate Excel registered voter and membership data base files
- Ability to maintain positive working relationships with leaders and staff
- Ability to work independently, adhere to timelines, and to be self-motivated
- Willingness to work and travel on evenings and weekends and to manage time effectively
- Experience working with WordPress and other digital software
- Experience with Political Action Committees

Duties and Responsibilities:

The Government Relations Specialist reports to the Director of Government Relations and Research.

- Creating and implementing robust political campaign plans to elect strong public education candidates to state offices in Virginia
- Serving as liaison to the Virginia Education Association Fund for Children and Public Education (PAC) and as the lead Campaign and Elections staff person
- Developing, implementing, and monitoring PAC fund-raising strategies and activities, the candidate recommendation process and election efforts
- Assisting in the strengthening of state association and local PAC capacity through a strategic implementation of an effective fundraising strategy
- Developing and delivering training programs in political action, especially regarding Campaigns and Elections and PAC fundraising
- Assisting in the development of a culture of political activism
- Consulting with the State Board of Elections and VEA attorneys to maintain compliance with campaign finance and election law and communicating this information to VEA leaders and staff
- Assisting in the drafting of political communications to support recommended candidates and coordinating messaging with the Office of Communications, Marketing, and Technology
- Assisting in the management of the PAC website and social media
- Writing and producing Government Relations and Research publications and correspondences as needed
- Assist in the coordination of organizing for VEA legislative priorities
- Serve as the liaison to the Office of Government Relations and the VEA Staff
- Other duties appropriate to the position assigned by the Director of Government Relations and Research.

**Salary and Fringe Benefits:**
Salary is negotiable depending upon applicant’s experience and qualifications. Effective September 1, 2018 the VEA/Staff Master Contract has a salary range of $57,838 to $96,839 for 2018-2020. The contract also includes an excellent fringe benefits package.

**Application Procedure:**
In order to apply, please send a cover letter, resume, and contact information with phone numbers for three references to recruiting@veanea.org.

VEA IS AN EQUAL OPPORTUNITY EMPLOYER