Colorado Education Association
Vacancy Announcement
Professional Staff – Assignment: UniServ Director – Jefferson County UniServ Unit

Posting Date: August 13, 2019  Closing Date: August 26, 2019 (5:00pm MST)

The Colorado Education Association is recruiting experienced candidates for the position of UniServ Director for the Jefferson County UniServ Unit located in Lakewood, Colorado. Qualified candidates must be passionate about helping elevate educator voices and building organizing and collective bargaining power to improve working and learning conditions for educators and students. The ideal candidate will be passionate about our mission, thrive on overcoming challenges and have the skills to develop and implement bold strategies.

The JCEA UniServ Director will coordinate with staff and leaders to develop and implement collective bargaining, communication, organizing, advocacy and contract enforcement strategies.

The Colorado Education Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Essential Qualifications Required

- Bachelor’s degree.
- Demonstrated use of sound professional judgment.
- Excellent oral, written, and interpersonal communication skill.
- Knowledge of organizing principles and ability to develop and implement organizing plans.
- Proficiency in basic computer technologies. Demonstrable computer skills using Microsoft Word, Excel & Access and a variety of computer-based research tools.
- Ability to work in a team environment.
- Conflict resolution skills.
- Understanding of membership-based organizations.
- Project planning and management skills.
- Ability to effectively manage multiple priorities and manage time and financial resources.
- Ability to work with minimum supervision.
- Willingness and ability to expand knowledge and skills in a rapidly changing environment.
- Training and presentation skills.
- Ability to build and maintain effective working relationships with staff and leaders.
- Willingness and ability to advocate for the membership and goals of the organization.
- Ability to design and implement plans for effective organizing, issue identification, membership recruitment and retention, leader identification and development and member advocacy.
- Demonstrated experience planning and implementing organizing blitzes including development of organizing rap, assessment questions, tracking tools and follow-up plans.
- Demonstrated experience in organizing and leadership identification and development including skills in utilizing data for targeting organizing campaigns and experience with organizing conversations, assessments and moving people to action.
- Facilitation, training and presentation skills including the ability to train leaders and members with the necessary skills and tools to recruit, retain and engage members and external partners.
Essential Qualifications Required (Cont’d)

- Ability to use organizing techniques to prepare locals for bargaining issues, policy issues, and legislative issues.
- Ability to develop effective relationships with members, colleagues, district administrators and the community.
- Ability to effectively problem solve and manage conflict.
- Strong written communication skills and experience using digital and social media platforms.
- Willingness to contribute to a team culture among staff and member leaders.
- Ability to work long hours including nights and weekends.
- Demonstrated abilities to design, produce and manipulate database reports, spreadsheets, and presentation software.
- Experience analyzing budgets, audits, and other financial documentation.
- Demonstrable experience with facilitation, training and presentation skills including the ability to train leaders and members with the necessary skills and tools to recruit, retain and engage members and external partners.
- Demonstrated commitment to and experience with building power through collective bargaining and collective action.
- Ability to use organizing techniques to prepare locals for bargaining issues, policy issues, and legislative issues.
- Knowledge of public school finance systems and public school employee salary schedules and alternative forms of compensation.
- Experience in organizing and leadership identification and development including skills in utilizing data for targeting organizing campaigns and experience with organizing conversations, assessments and moving people to action.
- Ability to work well under tight deadlines and in a team environment.
- Ability to write a comprehensive organizing campaign plan that demonstrates campaign messaging, strategy, last to first planning, data analysis and plan to work with leaders to implement such plan.
- Demonstrable experience with drafting collective bargaining contract provisions.
- Experience with developing and implementing strike build up plans and planning for and coordinating strikes and large collective actions.
- Willingness and ability to travel and work long and irregular hours including some weekends.
- Association staff or teaching experience.
- Experience with collective bargaining and advocacy.
- Experience in organizing Education Support Professionals.
- Experience coordinating a comprehensive communications program including message development, social media strategies and media relations.

Job Responsibilities

- The primary role for this position is member organizing and leader development, therefore the majority of time will be spent in the field.
- Serve as the communications director for the unit, including developing a strategic communications plan and coordinating all internal and external communications including message development, media relations, graphic design, digital and social media, website maintenance, and video editing.
- Provide primary and professional staff support to the leaders and members of the assigned Unit.
- Provide continuing direction to the Unit’s associate staff to meet the administrative support needs of the UniServ office.
Job Responsibilities (Cont’d)
- Assist local leaders and members with the development, implementation, and evaluation of local associations’ programs and activities that strengthen organizational capacity.
- Consult, advise and assist members regarding rights issues and legal assistance.
- Maintain a constant presence in member work sites to be available to assist members.
- Provide training for leaders and members to strengthen their organizing and advocacy skills.
- Assist local leaders with the development of activities that accomplish the goals and objectives of the Unit and local.
- Assist in the coordination of local programs with state and national association programs.
- Engage in organizing and capacity building efforts with leaders, members and staff.
- Perform other duties as assigned.

Compensation and Benefits
This is a bargaining unit position with a salary range of $68,218 to $123,475 based upon prior experience. Fringe benefits include auto allowance; liberal vacation and sick leave; holidays; health, dental, disability, and life insurance; defined contribution retirement benefit and 401(k) plan.

Application Procedure
Applications will not be considered complete unless they include 1) a letter of interest, 2) a resume with three (3) references, and 3) the completed CEA application form. Applications must be received by August 26, 2019, at 5:00pm (MST). The CEA application form and job posting may be obtained at https://www.coloradoea.org/career-opportunities/.

Applications may be submitted by email or by U.S. Mail.

Email to: careers@coloradoea.org

Mail to: Suzanne Zimmer, Assistant Executive Director-Human Resources; Colorado Education Association, 1500 Grant Street, Denver, CO 80203.