Join IEA in the fight to win the schools our students deserve.

IEA seeks an Organizing and Field Services Director that brings dynamic and creative organizing and strategic skills to build local union power and capacity, elevate the voice of educators and their professions, and achieve lasting gains in social, racial, educational and economic justice.

IEA is the largest and fastest growing union in Idaho representing over 17,000 educators with a track-record of building innovative strategic relationships in order to advance IEA members’ mission to achieve great public schools for all of Idaho’s students. We believe that through collective action and community partnerships, we win. IEA is a dynamic statewide union with multiple statewide programs that work to achieve our overarching goals. These include but are not limited to leadership and professional development programs for early career educators, aspiring educators and educational support professionals and programs that enhance capacities in organizing, bargaining and achieving racial and social justice.

The position of Organizing and Field Services Director is a management function with major responsibility for supervising, managing and coordinating staff and resources. The ideal candidate has the experience and abilities to play the day-to-day roles of building and advancing our culture of organizing and member leadership, strategic campaigns and programs and has the capacity and will to push and expand capacities and political imagination.

Applicants should have several years of experience in organizing and staff leadership.

This position involves often long and irregular hours, some weekend work, and travel.

The Idaho Education Association is an affiliate of the National Education Associate with over 3.2 Million members.

**JOB OPENING:** Organizing and Field Services Director

**TO APPLY:** Submit cover letter and resume to jobs@idahoea.org with “Organizing and Field Services Director” in the title of the email.

**DEADLINE TO APPLY:** Position open until filed

**KNOWLEDGE AND ABILITIES**

1. Ability to analyze problems and conditions, make decisions, and manage programs and personnel
2. Ability to work effectively and cooperatively with groups and individuals
3. Exceptional interpersonal skills and ability to influence and motivate others
4. Demonstrated writing and oral communication skills
5. Understanding of current organizing and campaign communication strategies and tactics and the ability to work with others to integrate them into field/organizing plans and other programs
6. Ability to administer quality training opportunities for members and staff
7. Ability to provide leadership in the development of statewide organizational priorities
8. Ability to withstand pressures of complex and demanding situations
9. Ability to travel extensively
10. Commitment to public education and educational employees
11. Knowledge of organizational development and change theories
12. Demonstrated ability to develop and implement successful union organizing campaigns
13. Experience developing and carrying out campaigns that leverage multiple components to shift power toward achieving campaign goals
14. Extensive experience building strong worksite member-driven and active unions that achieve aims through collective action
15. Experience integrating multiple strategies, tactics and programs to achieve broad organizational goals
16. Ability to synthesize complex and multi-faceted strategies and direct staff and program activities
17. Ability to develop and maintain positive and productive working relationships with staff, provide and receive ongoing feedback, and lead by example in a learning/organizing culture
18. Ability to create and implement systems of feedback, accountability and staff development

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

1) Assist the Executive Director in administration and oversight of Association programs to build local Association capacity to achieve excellence in public education, including:
   a. Managing the development and delivery of programs that respond to the needs of local Associations
   b. Manage staff in their work with Association leaders to become an organization that values and utilizes organizing principles in order to build collective power in all activities and programs
   c. Managing and assisting in the achievement of the Association’s strategic goals and priorities
2) Assist the Executive Director and IEA President in the oversight and management of IEA Presidents’ meetings and trainings
3) Manage and direct IEA conferences, as assigned.
4) Manage and direct the implementation of designed leadership training and information programs.
5) Assist the Executive Director, as requested, to create and deliver relevant ongoing professional development for the IEA staff that will build their abilities and skills to assist the Association in achieving its mission and focus
6) Assist the Executive Director in overseeing the organization and preparation of meetings of all IEA staff
7) Coach, train and provide ongoing, regular, feedback to assigned staff
8) Assist the Executive Director in the general supervision, management and coordination of staff functions and assignments, especially in the development and implementation of Association programs
9) Assist the Executive Director with administration and personnel responsibilities, including acting as manager of the UniServ program and staff for the purposes of supervision and evaluation
10) Manage the field organizing program to ensure membership growth and leadership development in locals. Assist field staff in activities that build collective power and capacity in assigned locals.
11) Assist the Executive Director in the management of partnerships with local Associations, state and region leaders, and staff that will ensure the accomplishment of the Association’s goals
12) As needed, assist the Executive Director and management team in negotiations with the IEA Staff Organization, which will involve access to confidential labor relations information
13) Evaluate all assigned staff
14) Approve leave and staff expenses
15) Oversee the expenditures of annual budgets related to Association special programs and grant monies

**Minimum Qualifications:**

1. Extensive experience leading staff and organizing experience
2. Passionate leader that shares IEA’s values and principles of collective action, unity, professionalism and advocacy
3. Driver’s license and insured vehicle
4. Ability to work long, irregular hours with frequent travel

**Compensation** is highly competitive with excellent benefits including 401k and pension.