TEA is seeking applicants for the position of UniServ Coordinator/Field Organizer in UniServ District 7. All applicants should have successful classroom teaching experience in the field of education or previous UniServ experience with a history of giving attention to details. The primary responsibilities of the applicant filling this position will be issue organizing, membership development, organizational development and representation of members. Membership recruitment and retention, as well as leadership identification/recruitment will also be key expectations for the employee serving in this position. Field Organizers work as a team and interdependently to build their capacity in problem solving, member advocacy, and collective action.

A bachelor’s degree is required (master’s degree preferred). The coordinator will be required to reside in or near the District 7 area and must have a valid driver’s license and reliable transportation. The coordinator must be able and willing to travel to assigned areas, work long, irregular hours in and across the District to organize and carry out diverse job functions of a UniServ Coordinator/Field Organizer.

Preference will be given to applicants who have public school teaching experience, demonstrated creativity and skill in organizing local affiliates in urban areas, understanding teacher evaluation systems, direct experience in the development and recommendation of local organizational positions impacted by local/state educational policies, knowledge of the collaborative conferencing process and thorough understanding of Association structures and governance.

Primary responsibilities of the position will be to:
- Create and facilitate ideas that support the advancement of TEA’s mission and goals
- Actively recruit members and develop member retention plans
- Organize members around issues that impact the education workforce
- Develop strong positive relationships with local leaders and members
- Create and utilize relationships with administrative representatives and external agencies at all levels of the district to advance member issues
- Maintain strong knowledge of collaborative conferencing procedures
- Assist local leadership in identifying potential building-level leaders and ARs
- Maintain proficiency in the use of technology and a working knowledge of related membership information systems
- Perform administrative functions in the local UniServ areas
- Advocate and facilitate professional growth opportunities for members
- Assist with the training and development of local Association officers

Preferred Competencies
- Possess strong interpersonal skills demonstrated by the ability to deal with challenging issues in a courteous, professional and productive manner with a focus on exceeding Association expectations
- Communicate effectively at all levels of the organization, through a variety of communication vehicles
- Have strong organization skills demonstrated by the ability to manage multiple projects simultaneously with an ability to follow through and meet deadlines
- Grasp issues, develop potential solutions, and articulate them effectively in understandable language both verbally and in writing
• Make decisions, act, and manage change to solve problems at the building or local level
• Work well in a dynamic and rapidly changing environment
• Demonstrate a highly collaborative, team-building work style for a fast-paced environment
• Be able to assess difficult situations and respond appropriately in a timely manner
• Understand large urban and rural school districts’ funding sources and boards
• Demonstrate the judgment to engage with community and other stakeholders, keeping member rights as primary focus

**Application Procedure**

1) Please send a letter of interest, a resume, and at least three references to TEA Interim Executive Director, Terrance J. Gibson by emailing Jessica Holmes at: jholmes@tnea.org.

2) All applicants must also complete a TEA employment application. Applications may be completed and submitted online at teateachers.org or sent to the attention of Jessica Holmes at jholmes@tnea.org.

Questions about the application process may be sent to Jessica Holmes via the email address above or the applicant can call TEA and ask for Jessica Holmes at 615-242-8392.

*The Tennessee Education Association is an equal opportunity employer.*

*Ethnic minorities and women are encouraged to apply.*
JOB DESCRIPTION FOR UNISERV COORDINATOR/FIELD ORGANIZER

The work of the UniServ Coordinator/Field Organizer is accomplished through his/her work in an assigned TEA UniServ district. The primary responsibility of a UniServ Coordinator/ Organizer is to build stronger, effective local associations through the application of organizing skills. Field Organizers create new models for working with assigned TEA local affiliates to build their capacity in problem solving and collective action. This is accomplished, in part, through the coordination, use and implementation of locally appropriate TEA and NEA programs. UniServ Coordinators are assigned to organize and serve a designated group of local associations and members. They are expected to build and maintain a helping relationship with local association leaders and members and a collaborative relationship with fellow members of the TEA team. UniServ Coordinators/Field Organizers are expected to respond to local leaders and members’ needs and help them build the organizational capacity to meet those needs and keep the profession and its views visible to members.

I. STATE AND NATIONAL ASSOCIATION PROGRAMS:

The UniServ assists local leaders with the development, implementation and evaluation of association programs. He/She provides training and consultation and secures organizational resources for members and locals in:

1. TEA/NEA programs as determined at the local level
2. Membership recruitment programs and materials to increase Association membership
3. Local association collective action
4. Professional Educator Collaborative Conferencing
5. Communications, professional growth, local association development, advocacy, research, legislative and political activities
6. Local association capacity to meet legislative and political goals
7. Local affiliate governance and service structures
8. Leadership development

II. LOCAL ASSOCIATION PROGRAMS AND LEADERSHIP:

1. Grow a strong local leadership commitment to communication and education, and an active membership
2. Stimulate member involvement in problem solving and collective action
3. Teach leaders to seek creative solutions outside the grievance and negotiations processes
4. Consult with local leaders on matters of organizational development and program planning, with an emphasis on increasing local membership, stability and sustainability
5. Act as an advisor to local presidents, executive boards, and committees
6. Stimulate the implementation of actions taken by local associations
7. Assist in the development and training of local leaders to create a culture of organizing
8. Encourage local leaders to develop and depend on members’ skills and abilities
9. Promote local association participation in relevant programs and/or projects
10. Conduct workshops, training sessions, and conferences for local associations and secure TEA/NEA resources in such activities as needed
11. Fill requests from local association leaders for information and materials

III. SERVICES TO INDIVIDUAL MEMBERS:

1. Develop member advocacy skills in local leadership; serve as local association advocate in system-wide matters as needed; develop and support local association capacity to serve as member advocate; advise local leaders and members concerning professional questions and problems
2. Enable local leaders to share information and materials with the membership
3. Represent members in professional rights situations when appropriate
4. Develop and utilize relationships with members and administrative representatives at all levels of the district

IV. GENERAL RESPONSIBILITIES

1. Actively recruit members and local leaders
2. Promote public understanding of the teaching profession and its goals
3. Communicate concerns, suggestions or problems originating at the local level
4. Improve local responses to information and materials requests by TEA and NEA
5. Develop and maintain, in his/her office and on file at the TEA headquarters, an up-to-date compilation of the essential demographics of each assigned local
6. Keep abreast of and use data and technology in organizational decision-making
7. Attend local, state, regional or national meetings as needed and approved or requested by Assistant Executive Director for the appropriate Focus Area
8. Be responsible primarily to the Manager, Executive Director or designee
9. Work with members of local associations to accomplish organizational goals
10. Perform such other duties as may be assigned by Management and the Executive Director or his/her designee