Nebraska State Education Association  
Location: State of Nebraska  
Title: Organizational Specialist  
Salary: Commensurate with Experience  
Education: Master’s Preferred  
Closing date: Midnight, July 11th

Application Procedure:

Submit a resume and letter of application including answers to these questions:

1) Why do you want to work for the NSEA?  
2) What experience have you had with negotiating contracts?  
3) What teaching or training experience have you had?  
4) What experience do you have in organizing people around an event or issue?  
5) What knowledge, skills or talents do you bring to this job that you feel will be beneficial to your success?

Electronic submission preferred.

JOB DESCRIPTION:

The Organizational Specialist is responsible to the Field and Special Projects Manager. The Organizational Specialist is the direct link of the Association with its members and is often the first contact members have with the Association. The Organizational Specialist serves as an advocate of NSEA and NEA programs and as a consultant to local associations and individual members of the United Education Profession.

RESPONSIBILITIES:

- Help locals build organizational capacity through training and support in accordance with the Strategic Plan:
  - Advance a culture of social justice  
  - Strengthen our organizational capacity  
  - Advance the economic well-being and secure the contractual rights of our members  
  - Support a political environment that promotes and protects public education  
- Provide training and support to assist locals in maintaining, engaging, and increasing membership  
  - Engage in organizing campaigns with an effort to both strengthen and grow our local associations, districts, and the state organization  
  - Provide training and support to assist locals in identifying, recruiting, and developing leaders  
  - Develop and support local association political action, community public relations, legislative support and professional development activities and programs
Maintain and improve the organizational health of the local association through training and development in leadership, internal communications, business management and conflict resolution

Listen to member concerns and help members organize to address their concerns with the goal being to effect change while engaging members

• Develop and support local association programs for bargaining
  • Prepare locals for all aspects of collective bargaining by providing training and support to develop strategies, priorities, and proposals; collect and analyze relevant bargaining data; develop effective negotiating teams; prepare for contract ratification; and address other bargaining-related issues that arise
  • Advise locals in contract interpretation, contract monitoring and enforcement, grievance writing, grievance processing, duty of fair representation, and advocacy. When necessary, draft grievances and serve as an advocate for the local throughout the grievance process

• Promote member rights
  • Advise and represent bargaining unit members in labor and employment matters such as discipline, suspension, furloughs, termination, dues and fair share, unfair labor practices, contractual disputes, work rules and conditions, seniority, and other related issues.
  • With the assistance of the Advocacy Program Director, represent members in grievances, reduction in force notices and probationary cancellations.

• When necessary to advance the interests of locals or members, seek the expertise and support of NSEA’s specialized resources such as legal, research, advocacy, communications, government relations, and management.

• Coordinate and advocate national and state association programs and priorities with local associations and members

• Interact in a collaborative and cooperative manner with other NSEA staff as part of assigned work teams or as needed to advance NSEA’s and members’ interests

• Support activities that promote membership recruitment, engagement and growth

• Follow the policy of noninterference in the internal political affairs of locals and the NSEA, including member elections and decision making specifically reserved for governance or management

• Work effectively with Governance to advance the interests of locals and members

• Perform other duties as requested by NSEA Management

**SKILLS/REQUIREMENTS**

• Proficiency in Microsoft Word, Excel, Outlook and Power Point
• Excellent written and oral communication skills
• Ability to analyze data
• General organizing, bargaining, member rights and education policy skills and knowledge
• Able to offer consultation, support and guidance to members in a variety of circumstances
• Able to work independently and in a diverse, collaborative and team environment
• Able to work well with outside organizations
• Detail oriented, well-organized and able to prioritize work
• Strong organizational and interpersonal skills
• Ability to manage multiple projects and meet deadlines
• Strong advocacy, problem-solving and conflict resolution skills
• Effective presentation capacity, especially utilizing adult learning styles
• Able to lawfully operate a motor vehicle in the State of Nebraska and be insurable under the NSEA commercial policy
• Able to maintain the confidentiality of information that becomes known through the course of the position, whether it be of a fiscal, personal, or business nature, unless requested by the employer