EXTERNAL POSTING
VACANCY ANNOUNCEMENT

JOB TITLE: Political/Legislative Specialist
CLASSIFICATION: Professional A, FSO Bargaining Unit
SUPERVISOR: Director, Public Policy Advocacy
LOCATION: FEA Headquarters, Tallahassee, FL (travel required)

Position Summary: The Florida Education Association (FEA) seeks an experienced Political/Legislative Specialist to join the Public Policy Advocacy team. The primary role of this position is to establish and maintain pertinent political relationships, monitor and influence legislative activities impacting FEA’s vision, mission, and goals, assist with developing and implementing legislative strategies, and successfully advocate on behalf of FEA’s members.

Qualifications:
• A bachelor’s degree in government affairs, public relations, social services, or a related field is required.
• A graduate degree in public administration, political science, communications, or a related field is preferred.
• At least two years’ experience of lobbying or advocating for a specific initiative or organization is required.
• Professional experience with analyzing and explaining legislation, proposed bills, laws, and Florida’s budget process is preferred.
• Demonstrated relationships with Florida legislators, legislative aides, and committee staff is preferred.
• Campaign experience is desired.
• Ability to build and maintain pertinent relationships.
• Ability to serve as a team player.
• Excellent interpersonal and communication skills.
• Excellent writing skills.
• Ability to maintain a professional, personable demeanor at all times.
• Ability to manage multiple competing priorities.
• Ability to work independently.
• Ability to travel, including overnight trips.

Specific Duties and Responsibilities:
• Serve as an FEA lobbyist, maintaining continuous liaison with the legislature and appropriate legislative staff.
• Assist with the coordination of political and legislative activities, with special emphasis in political relations including elections, candidate and elected officials, statewide constituency groups, and special interest relations.
• Attend agency, committee, and legislative meetings, as well as State Board, and DOE meetings.
• Coordinate the development and implementation of political action and campaign training programs for FEA staff and members.
• Assist with delivery of the FEA member lobbying program during the sessions of the state legislature and the U.S. congress.
• Coordinate the development and implementation of FEA’s “Grassroots Program” working directly with FEA members.
• Serve as a liaison to organizations and coalitions as assigned, i.e. political parties, League of Women Voters, PTA, Chamber of Commerce, NAACP, AFL/CIO and other employee organizations.
• Work on campaigns on behalf of FEA endorsed candidates.
• Coordinate and assist in the development and implementation of the political action program including political action fundraising.
• Assist in the preparation and implementation of workshops, conferences, legislative, and political activities.
• Assist local leaders in interpreting and carrying out legislative policy directives and in identifying and resolving problems as well as providing information and analysis to local service units as requested and/or needed.
• Provide support to FEA committees, task forces, and cross functional work teams as assigned.
• Perform other duties as assigned by the Director of Public Policy Advocacy.
• Travel across Florida as needed, including overnight travel.

General Responsibilities:
• Identify, contribute to, and support new opportunities to advance FEA’s vision, mission, and strategic goals.
• Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.
• Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
• Perform all duties, responsibilities, and assignments within the guidelines outlined in the FSO/FEA Collective Bargaining Agreement and in accordance with FEA Policies and Procedures.

Compensation and Benefits: The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.

How to Apply: Interested candidates should submit a cover letter, resume, and writing sample via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates who previously applied remain under consideration and do not need to reapply. Candidates that apply on or before March 31, 2020 will receive preferential treatment.

FLORIDA EDUCATION ASSOCIATION
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA’s Office of Human Resources at 850-201-3215 or feahr@floridaea.org to request an accommodation during the application process.