EXTERNAL POSTING
VACANCY ANNOUNCEMENT

Job Title: Regional Specialist (Northern Region)
Job Classification: Professional A – FSO Bargaining Unit
Supervisor: OFS Regional Manager
Location: Candidate must live in Bay County Florida. Extensive travel is required.

Position Summary: The Regional Specialist reports to the Organizing and Field Services Manager, who reports to the Director of Organizing and Field Services. The primary responsibility for this position is to provide multi-function support in the areas of training and development, member/local advocacy support, organizing/membership support, and member benefits to the local affiliate, staff and leaders in the development and implementation of their programs. The Regional Specialist may also be called upon to perform functions in support of the region’s collective bargaining specialist and will serve as a shared resource to other regions on an as-needed basis.

COMPETENCY FRAMEWORK – Incumbent must embrace, exhibit and possess the following effectiveness competencies:

- **Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.

- **Self-Management/Initiative** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

- **Teamwork** - Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.

- **Written Communication** - Recognizes and uses correct grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.

- **Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.

- **Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
• **Interpersonal Skills** - Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.

**Specific Duties and Responsibilities:**

1. Provide interface, consultative and generalist support to the local affiliate staff, officers and members in the planning and implementation of their collective bargaining, employee rights, and contract enforcement programs. Other responsibilities include, but are not limited to: communications, implementation of centrally developed and locally delivered training programs, local training programs, employee relations, minority concerns, bargaining and contract enforcement, membership promotion, political action, legislation, internal and external organizing and program evaluation, etc.

2. Assist with on-the-job skill development and cross training of other regional specialists, to build generalist knowledge; participates with FEA Headquarters and cross-regional staff to build and deliver effective training programs to increase organizational knowledge and bench strength.

3. Assist in rep training, local program development, budget, political action/legislative initiatives and any other areas with which the local seeks guidance and assistance.

4. Assist leaders and staff in developing and implementing organizing plans and creating a system/process to measure effectiveness.

5. Conduct regular visits to worksites to build positive relationships with local leaders and staff and advance the knowledge and skills of site leadership.

6. Manage the planning, implementation, utilization, and access to state and national affiliate programs and projects for locals.

7. Assist in the implementation and support of FEA’s Internal and External Organizing Program by developing and enhancing a local’s organizational capacity to recruit and retain members and build worksite leadership structure.

8. Provide multiple avenues of high quality, research-based professional development, to meet training, retraining and certification needs of teachers and education support professionals, to enhance the effectiveness of practice and improve student achievement.

9. Regional Specialists serve as an FEA liaison to local, state and national affiliates and Service Units in the region.

10. Perform other duties as assigned by the Director of Organizing and Field Services, or designee.
General Responsibilities:

1. Acknowledge and support the advancement of FEA’s vision, mission, and strategic goals.
2. Identify, contribute to, and support new opportunities to advance FEA’s vision, mission, and strategic goals.
3. Perform all work assignments in a manner that effectively and efficiently utilizes FEA resources.
4. Contribute to and support the development and implementation of departmental and interdepartmental programs and services.
5. 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.

Qualifications:

- Bachelor’s degree from an accredited college or university.
- Professional experience with association work as a member, leader, or staff in one or more of the following areas: member/local advocacy and representation; organizing/membership support; professional development; organizational development; leadership development; and collective bargaining.
- Proven ability to develop expertise in other areas through formal and informal training.
- Fluency in oral and written Spanish is highly desired.

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, writing sample, and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates that apply on or before November 26, 2019 will receive preferential treatment.

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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.