VACANCY ANNOUNCEMENT

Seminole UniServ - UniServ Director

POSITION: UniServ Director

The Seminole UniServ is seeking applicants for the position of UniServ Director. Located in Seminole County, Florida, the Seminole UniServ represents approximately 3600 employees in one teacher local and three ESP locals. Seminole County is located in Central Florida, northeast of Orlando, and is just 45 minutes from both Disney and the Daytona Beach area. This is a region with high growth.

MINIMUM QUALIFICATIONS:

1. Successful experience working with teacher and ESP locals
2. Demonstrated ability in contract maintenance, grievance processing, member representation, and collective bargaining
3. Demonstrated competence in oral and written communications
4. Experience with and understanding of professional education organization programs and services at local, state, and national levels
5. Ability to use Microsoft Office products (Word, Outlook, PowerPoint, etc.) and learn programs as necessary to support work
6. Ability to obtain a valid Florida drivers license
7. FEA/NEA/AFT preferred

DUTIES AND RESPONSIBILITIES:

1. Contract maintenance/member representation
2. Membership recruitment
3. Communications/publications
4. Consultation with local associations in the areas of leadership and organizational development
5. Contract negotiations
6. Political Action/Government Relations

COMPENSATION AND BENEFITS:

Salary and fringe benefits are negotiable, based upon experience.

APPLICATION PROCEDURE:

Send letter of application, resume, and three (3) professional references to:

Bobbi Carton, UniServ Chair
Seminole UniServ
813 Orienta Avenue
Altamonte Springs, FL 32701.

Please do not email these documents.

This position will remain open until filled. The expected start date is August 2015 or sooner if possible.