Jefferson County Teachers Association
UniServ Director Vacancy Notice

The Jefferson County Teachers Association (JCTA) is seeking applicants for a full-time UniServ Director serving the local association in Jefferson County and its members. The office is located in Louisville, Kentucky. JCTA is a certified unit only.

The successful candidate will be a rapid learner who is adaptable to changing circumstances and competing priorities and has the ability to interact productively with diverse constituencies in a demanding and complicated environment.

The position requires superior verbal and interpersonal skills, a high standard of responsiveness to member needs, a commitment to teamwork, and demonstrated problem solving abilities. A willingness to work nights and weekends along with the ability to travel are essential. Must have a strong commitment to and belief in unionism.

Description of Position: The UniServ Director will assist the local association and JCTA members in organizational and program development designed to increase and maintain membership; strengthen and advocate for the rights of members and the students they serve through contract enforcement and implementation; support articulated programmatic priorities as assigned; assist members in issue organizing in their assigned buildings; and all other duties as assigned.

General Duties and Responsibilities*:
• Member advocacy including contract enforcement, grievance processing, member representation during evaluation appeals and other related employment concerns
• Support local association and local association goals through the implementation of political action, community/public relations, and professional development activities
• Serve as the Staff Liaison assisting the Vice President of JCTA in community outreach
• Responsible for the majority of training opportunities offered by JCTA including advertising for trainings, facilitating trainings, assigning professional development hours, managing groups of trainers, etc.
• Acquire, develop and maintain effective organizing skills to lead and assist members in issue organizing campaigns
• Assist and support assigned committees and caucuses throughout the year
• Attend School Board meetings on a rotating basis with other UniServ Directors
• Attend monthly meetings and assist with Professional Representative meetings
• Maintain regular office hours
• Submit reports (vouchers, time sheets, LM2 reporting sheets, etc.) in a timely fashion
• Attend staff meetings of local and state association
• Must be able to work evenings and weekends as assigned
• Perform other duties as assigned
**Required Qualifications**: 
- Bachelor’s degree minimum, advanced degree desired
- Valid driver’s license
- Demonstrated experience in member and issue organizing and member advocacy
- Must have high degree of interpersonal skills to work with a diverse membership, leadership and staff as well as those outside of the association
- Highly motivated, high energy and self-starter
- Strong communication skills – verbal, written, listening
- Appropriate technological skills including familiarity with social media, Excel, Word, databases, and ability and willingness to learn other programs as needed and/or assigned
- Strong professional and personal characteristics including dependability, flexibility, solid work ethic, and ability to plan and manage one’s time effectively and prioritize duties
- Work experience in public schools, the Association, labor organizations, or policy making bodies
- Ability and willingness to travel extensively within Jefferson County as well as within the state and outside of the state if necessary
- Ability to stoop, bend, reach and carry light materials

**Salary**: Salary and benefits are determined by the contract negotiated between the JCTA Board of Directors, Management, and the staff organization representing the employees of JCTA.

**How to Apply**: Qualified candidates should submit a letter of interest describing their experiences as they relate to the work of JCTA, resume, TWO letters of reference and the names/contact information of 2 other references to:

DeeAnn Flaherty, Executive Director  
Jefferson County Teachers Association  
1941 Bishop Lane, Suite 300  
Louisville, KY  40218  
DeeAnn.Flaherty@jcta.org

**Deadline for Applications**: Friday, August 31st, 2019, 5:00 pm. LATE APPLICATIONS WILL NOT BE CONSIDERED.

**Anticipated Start Date**: October 1, 2019.

*The statements described in the General Duties and Responsibilities and Required Qualifications are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify and/or remove duties and to assign other duties as necessary.*