From: DeeAnn Aull, Missouri NEA Executive Director

Salary: Placement depends upon previous similar experience.

Qualifications:

- Bachelor’s degree required
- Successful public school teaching and/or leadership experience with an advocacy organization
- Strong written and verbal communication skills
- Proven ability to develop and coordinate an effective measurable membership organizing program or campaign
- Proven ability to work independently and in a diverse, collaborative, and team environment
- Effective consulting, training, presentation and representation skills
- Strong problem-solving and conflict resolution skills
- Proven ability to develop or use a matrix in determining how relevant data can be utilized to reach desired outcomes
- Knowledge of office automation technology including word processing and data applications
- Skilled in communicating and interacting with social media.

Detailed job description on back side.

Office Location: St. Louis Regional Office 955 Gardenview Office Parkway, St. Louis, MO 63141

Application Procedures: Any person wishing to be considered for this position should send a letter of application covering their experience, knowledge, and skills in regard to the job description/qualifications listed and a current resume with two letters of recommendation and three references.

All materials must be sent electronically to DeeAnn Aull - Missouri NEA Executive Director at deeann.aull@mnea.org.

Application Deadline: Friday, March 23rd, 2018

Missouri NEA IS AN EQUAL OPPORTUNITY EMPLOYER
Job Description

UniServ Director

The primary responsibility of a UniServ Director is to support and assist local association officers, leaders and members to organize and maintain strong, effective local associations in his/her assigned unit. As the UniServ Director, he/she is expected to develop a constructive working relationship with the officers, leaders and members of those locals within the unit.

Duties and Responsibilities:

1. Develops, coordinates and directs the programs of the Association under the supervision of the Field Manager.
2. Must be able to work with Microsoft Word, Excel, Power Point and Access, plus other relevant social media and technology as required by MNEA.
3. Provides assistance to members, local presidents and association leadership.
4. Provides and develops appropriate training experiences and leadership development opportunities for officers, building representatives, chairpersons, bargaining team members and members of committees and other Association members as the need arises.
5. Works with the local association governance bodies on matters relating to the Association’s program and internal affairs, including but not limited to:
   - Develops and/or executes local association programs and planning to maintain membership, ensure membership growth, and organize new members;
   - Develops and/or executes local association planning for political action, community/public relations, legislative support, and professional development activities and programs;
   - Develops and/or executes local association programs and planning in member rights and human relations including representation of members in employment related meetings and negotiations;
   - Improves and maintains the organizational health of the local association through leadership training and development, internal communications, business management, and conflict resolution; and
   - Coordinates and advocates national and state association programs and priorities with local associations and members.
6. Identifies and trains new leaders, including local association leaders and building reps.
7. Knowledge of and ability to communicate with members about state and national member benefits programs.
8. Successfully organizes and services all categories of members.
9. Represents the Association employee-employer relationships directly involving school boards or the superintendent or their designees.
10. Attends appropriate meetings of the Association’s affiliated organizations and other meetings in the community.
11. May serve as an adviser on the local professional negotiation teams where appropriate.
12. Coordinates local activity directed toward state and/or national strategic goals.
13. Assists in developing and conducting state level programs as assigned by the Field Manager or the Executive Director.
14. Perform other appropriate duties at the direction of the Field Manager and or the Executive Director.
15. Must have a valid driver’s license and be willing to travel within their unit, around the state and to national meetings.
16. Other duties as assigned by the Executive Director and or Field Manager.