



Utah School Employees Association

864 East Arrowhead Lane | Murray, Utah 84107 | Phone: (801) 269-9320

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USEA Organizational Specialist Search

About Utah School Employees Association

Utah School Employees Association (USEA) is a professional association dedicated to representing Education Support Professionals (ESPs), also known as classified employees, throughout Utah's public education system. Classified employees include bus drivers, custodians, food service employees, maintenance employees, paraeducators, secretaries, technology employees and other education support professionals. Teachers and school administrators are represented by an allied association.

USEA is an affiliate of the National Education Association (NEA). NEA is the largest public education advocate in the United States, representing approximately 500,000 classified employee members (Education Support Professionals) and more than 3 million total members.

USEA supports and assists members in contract negotiations, grievance representation, leadership training and research. USEA advocates for laws and policies that support public education, benefit students, parents and communities and provide positive working conditions for ESPs.

The USEA office is in Murray, Utah and the Association employs six full-time employees and one part-time employee.

The Position

USEA is accepting applications from individuals interested in working for an employee association in the capacity of Organizational Specialist.

An Organizational Specialist is a field representative employed by USEA to provide support and assistance to our local affiliate officers, leaders and active members to organize and maintain strong, effective local associations in his/her assigned area. As an Organizational Specialist, he/she is expected to develop a constructive working relationship with the officers, leaders and members of those affiliates within their area.

Expectations

The selected person for this position will have the experience, skills, and personal strengths to successfully assist local affiliates to implement programs and activities related to organizing, advocacy, communications, member empowerment, negotiations, mediation, coalition building, political action, contract enforcement, public relations, and grievance representation.

Requirements of the Position

USEA is seeking applicants who possess the following qualifications:

- Experience with, and broad understanding of labor organizations and/or education-related programs and services at local, state and national levels.
- Experience with a labor organization and/or a background in human relations.
- A Bachelor's Degree or equivalent experience in labor relations, public or business administration, or related field.
- Ability to make well-reasoned decisions while being pressured by many individuals with differing points of view and interests.

- Demonstrated ability in written and oral communication.
- Ability to develop positive relationships with the staff of the USEA and local affiliate leaders.
- Excellent analytical, problem solving and decision-making skills with the ability to act responsibly in all situations.
- Demonstrated support and respect for the roles provided by Education Support Professionals to public education.
- Commitment to organizational ethics and loyalty to USEA.
- Demonstrated ability to use Microsoft Office Products (Word, Excel, PowerPoint).
- Live within fifty (50) miles of the USEA Office.
- A valid Driver's License.
- Extensive in state travel (approximately 20,000 to 30,000 miles per year).

Terms of Employment

Organizational Specialists work under the direct supervision of the Executive Director. The position offers a competitive salary range of \$52,418, with steps and longevity increments based on additional years of service with USEA. USEA offers an attractive benefits package, including Utah State Retirement, medical insurance, employer provided automobile, sick leave and vacation schedule.

Timeline

The Search Committee plans to hold the position open until filled.

Application Process

Interested candidates must submit the following documents:

- USEA "Application for Employment" Form (completely filled-out). This form can be accessed on the USEA website at www.useautah.org.
- Complete resume, which lists previous employment with dates, training, personal data, outside interests and community activities.
- Letter addressed to the Organizational Specialist Search Committee, which describes how the applicant meets the expectations and requirements of the position, as outlined above.
- An official college or university transcript listing the applicant's course work, degrees awarded and commendations, or a detailed description of equivalent training and/or experience.

To be considered for this position, candidates must submit the above-mentioned documents to the USEA office by mail, fax or email to:

Organizational Specialist Search Committee
Utah School Employees Association, 864 East Arrowhead Lane, Murray, Utah 84107
Phone: 801-269-9320 **Fax:** 801-269-9324
Email: information@useautah.org

USEA is an Equal Opportunity Employer

USEA'S VISION AND MISSION

"Great Public Schools where school support professionals are recognized and respected as essential partners in student success."

Our mission is to empower, support, and elevate school support professional careers to positively impact student success.