



February 17, 2015

From: John Leidecker, Deputy Executive Director, NEARI
To: Interested Applicants
Re: UniServ Opening 2015

Dear Applicant,

NEARI is seeking applicants for a current full-time opening on the UniServ staff. Among the services UniServs provide are collective bargaining, representing members and locals in hearings before various boards, including school committees and town councils, grievance and interest arbitration, and assisting the local unions in organizing.

Interested applicants should send a resume *along with a cover letter* to: NEARIUniServ@verizon.net

Candidates may want to address the following in the cover letter:

- Have you ever participated in collective bargaining?
- Have you ever arbitrated a contract dispute or disciplinary matter?
- Have you ever attempted to organized non-unionized workers and, if you were successful, were you able to bargain an initial contract?
- Have you ever held a leadership position in a union?

Interested candidates who may lack some or all of the above experiences should, nonetheless, provide examples of analogous or relevant experience.

Resumes and cover letters should be submitted to NEARIUniServ@verizon.net no later than March 16, 2015. NEARI's target date to fill the position is April 22 with work to commence on or about May 15.

National Education Association Rhode Island (NEARI) is a labor organization and the state affiliate of the National Education Association and a member of the Rhode Island AFL-CIO and national AFL-CIO. NEARI serves the needs of nearly 11,000 teachers, municipal employees, employees of higher education - both faculty and support staff - and paraprofessionals. NEARI serves both public and private sector unionized employees.

OPENING: ASSISTANT EXECUTIVE DIRECTOR (UNISERV) NEARI

NEARI is accepting applications to fill one (1) full-time UniServ position. Minorities and women are encouraged to apply.

The UniServ Representative is a professional level position which provides a variety of services to local affiliates and members. The UniServ representative exercises considerable independent judgment and discretion in performing assigned responsibilities. The UniServ representative position often requires extended work hours, including evenings and weekends. This position is directly responsible to the Deputy Executive Director.

Job Description

- **Counsel, advise and represent local affiliates in the areas of collective bargaining, membership promotion, leadership development, grievance processing, and related labor relations activities**
- **Counsel, advise and represent members with employment-related issues**
- **Counsel and advise members on professional problems and issues**
- **Provide or facilitate training programs for members and local affiliates**
- **Establish and maintain positive working relationships with local affiliate leadership, members and others.**
- **Provide local affiliate leadership and members information about NEARI and NEA programs**
- **Participate in assigned secondary assignments, such as, committees, work groups, etc.**
- **Participate in government relations activities and political campaigns as required**
- **Provide public relations/communications assistance**
- **Attend training activities**
- **Attend/participate in meetings, conferences, seminars, etc.**
- **Other duties and responsibilities as assigned.**

Required Qualifications

- **Bachelor's Degree or any equivalent combination of education and experience.**
- **Experience, education or training in labor relations skills, including, collective bargaining, grievance processing, organizing, membership advocacy, administrative hearings, etc.**
- **Effective oral and written communication skills.**
- **Effective interpersonal skills.**
- **Demonstrated leadership ability.**
- **Ability to independently coordinate workload and schedule.**
- **Valid driver's license and dependable automobile for association related activities.**
- **Evidence of self-motivation and high work ethic.**

Desirable Skills and Abilities

- Advanced relevant education
- Good computer skills
- Knowledge of contemporary issues
- Willing to work long hours.

Salary and Benefits

In accordance with the NEARI and NSO/RI Collective Bargaining Agreement.

Deadline for Applications

The position will remain open until filled.

Application Procedure

A person interested in applying for this position should submit a letter of application covering their experience, knowledge, skills and abilities in regard to the job description and qualifications listed above.

Please also submit a resume and the names of three references to:

NEARIUniServ@verizon.net

NEARI IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER