June 18, 2015

To: Interested Individuals

From: Tracey-Ann Nelson, AEA Executive Director

Re: AEA UniServ Field Representative Vacancy for Zone 4 Internal Transfer/External Employment Opportunity

Salary: Placement depends upon previous similar experience. Terms and conditions are provided in AEA/ASO Agreement.

Qualifications:
- Bachelor’s Degree Required
- Successful public school teaching and leadership experience with an advocacy organization
- Strong written and verbal communication skills
- Proven ability to develop and coordinate an effective measurable membership organizing program
- 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 any relevant data can be utilized to reach desired outcome
- Knowledge of office automation technology including word processing and data applications
- Skilled in communicating and interacting with social media.

Office Location: Home Office in South Arkansas. The service area includes the counties of Hot Spring, Grant, Clark, Dallas, Cleveland, Lincoln, Desha, Nevada, Ouachita, Calhoun, Bradley, Drew, Miller, Lafayette, Columbia, Union, Ashley, and Chicot.

Application Procedures: Any person wishing to be considered for this position should send letter of interest and resume with three references to:

Tracey-Ann Nelson, Executive Director
AEA, 1500 West Fourth Street, Little Rock, AR, 72201

Application Deadline: July 6, 2015

AEA IS AN EQUAL OPPORTUNITY EMPLOYER
Uniserv Field Representative Posting

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

Duties and Responsibilities:

1. Develops, coordinates and directs the programs of the Association under the supervision of the Assistant Executive Director for Field Operations.

2. Must be able to work with Microsoft Word, Excel, Power Point and Access plus other relevant technology, and skilled in communicating and interacting with social media.

3. Provides assistance to AEA Board members, local presidents and association leadership.

4. Provides and develops appropriate training experiences and leadership development opportunities for officers, Association Representatives, chairpersons 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 to maintain membership, ensure membership growth, and organize new members;
   - Develops and/or executes local association political action, community/public relations, legislative support, and professional development activities and programs;
   - Develops and/or executes local association programs in member rights and human relations;
   - 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
   - Develops or uses a matrix in determining how any relevant data can be utilized to reach desired outcome.

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 in 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 program goals.

13. Assists in developing and conducting state level programs as assigned by Assistant Executive Director of Field Operations and or the Executive Director.

14. Perform other appropriate duties at the direction of the Assistant Executive Director for Field Operations and or the Executive Director

15. Must have a valid driver’s license and be willing to travel around the state and to national meetings.

16. Other duties as assigned by Executive Director and or Assistant Executive Director for Field Operations

June 2015