VIRGINIA EDUCATION ASSOCIATION
VACANCY ANNOUNCEMENT FOR POSITION OF UNISERV DIRECTOR PIEDMONT/FC

Date of Posting: September 2, 2015
Deadline for Applying: September 16, 2015
Interview Scheduled for: To be determined

Position and Area Description:
Piedmont/FC is composed of 8 locals including Charlotte, Danville, Franklin County, Halifax, Henry, Martinsville, Patrick and Pittsylvania. Total membership for the unit is 1,154. The unit is served by 1 UniServ Director. The primary office is located in Danville.

Minimum Qualifications:
• At least a B.A. or B.S. degree
• Demonstrated skills in developing strategies to foster positive change
• Successful work experience in public schools or associations advocating for public schools
• Political Awareness
• Demonstrable high-level knowledge/skills in all areas of association activities, including:
  o effective verbal skills including presentation skills
  o clear, concise writing skills
  o knowledge of technology and application to work assignment
  o demonstrated skill in desk top publishing
  o highly developed and effective interpersonal skills
  o demonstrated positive collaborative working relationships with others
  o conflict resolution/mediation skills
  o conceptualizing, developing and delivering training and organizational programs
  o skill in project management, assessment, and evaluation
  o demonstrated effectiveness in counseling, coaching, and mentoring
  o ability to be flexible – shifting priorities/resources with a positive attitude
  o strong public relations skills
  o self starter who can work without direct supervision
  o political awareness of campaigns and lobbying
Core Job Functions

- Assist local leadership in developing and implementing year-round membership recruitment and retention plans.
- Assist in the design and execution of association/rep building level leader training.
- Assist local leadership in providing association visibility in worksites where building local leaders/ARs have yet to be identified.
- Assist local leadership in identifying potential building-level leaders/ARs.
- Assist locals in the recruitment and leadership development of Education Support Professionals.
- Assist local leadership to develop capacity for advocacy and activism within the membership and larger community.
- Provide consultation to members and local Associations on and work to protect member rights and working conditions.
- Perform administrative function in local UniServ offices and service areas, including, but not limited to, oversight of office calendars and schedules, supervision of support staff, oversight of office budgets, etc.
- Maintain a working knowledge of the IMS and other related membership information systems as NEA/VEA may employ.
- Provide guidance to local leadership on the procurement of office equipment, local staff and space and any contracts/leases and record-keeping associated with same.
- Coordinate state and national resources including raising awareness of member benefits.
- Provide salary and negotiations/meet and confer consultation and related training to local leaders.
- Develop members’ leadership and organizing skills through training workshops.
- Assist in legislative and political activities and maintain familiarity with federal, state and local legislation and policies affecting members.

Salary and Fringe Benefits:
Salary is negotiable depending upon applicant’s experience and qualifications. The VEA/Staff Master Contract has a salary range of $56,419 to $94,463. The contract also includes a liberal fringe benefits package.

Application Procedure:
Email a cover letter, resume and contact information for three references to recruiting@veanea.org. Alternatively, you may mail your application to:

Human Resources
Virginia Education Association
116 South Third Street
Richmond, Virginia 23219

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MINORITY AND FEMALE CANDIDATES ARE ENCOURAGED TO APPLY