VIRGINIA EDUCATION ASSOCIATION
VACANCY ANNOUNCEMENT FOR POSITION OF
POLICY ANALYST/
GOVERNMENT RELATIONS SPECIALIST

Date of Posting: November 27, 2019
Deadline for Applying: Open Until Filled
Reports to: Director of Government Relations and Research

Position and Description:

The VEA is seeking qualified applicants for the position of Policy Analyst/Government Relations Specialist in the office of Government Relations and Research, based in Richmond Virginia. The Virginia Education Association is a union of more than 40,000 teachers and school support professionals working for the betterment of public education in Virginia.

VEA is dedicated to advancing quality instruction and curriculum, adequate funding, and excellent working conditions for Virginia public employees. VEA is the state affiliate of the National Education Association with more than 3 million members. See our website at www.veanea.org.

Duties and Responsibilities

- Analyze education policy issues and represent the VEA’s interests when participating with other education constituencies in the revision or creation of policies, certification requirements, and licensure
- Attend Virginia Board of Education work sessions and meetings and serve as a liaison to the BOE
- Anticipate work of the Virginia Board of Education resulting from legislation
- Maintain close working relationship with Virginia Board of Education members
- Create policy and regulatory recommendations on our member’s behalf for the VA Board of Education and local school boards
- Support VEA staff in the development and implementation of local school board policies and regulations
• Build communication strategies to improve our member’s understanding and implications of the work of the Virginia Board of Education on local school divisions
• Develop a strong working relationship with the Department of Education policy staff
• Increase the participation of VEA members on VA BOE/DOE advisory committees, in curriculum development, and on issues related to licensure

**Minimum Qualifications:**

- Minimum B.A. or B.S. degree, advanced degree desirable
- Strong background in professional development and training
- Demonstrated skills in developing strategies to foster positive change
- Successful work experience in public schools or associations advocating for public schools
- Demonstrable high-level knowledge/skills in all areas of association activities, including:
  - effective verbal skills including presentation skills
  - clear, concise writing skills
  - knowledge of technology and application to work assignment
  - highly developed and effective interpersonal skills
  - demonstrated positive collaborative working relationships with others
  - conceptualizing, developing and delivering training and organizational programs
  - skill in project management, assessment, and evaluation
  - ability to be flexible – shifting priorities/resources with a positive attitude
  - strong public relations skills

**Other:**

Position requires a valid Virginia Driver’s License, and some travel around the state, including some overnight.

**Salary and Fringe Benefits:**

Salary is negotiable depending upon applicant’s experience and qualifications. Effective September 1, 2018 the VEA/Staff Master Contract has a salary range of $57,838 to $96,839 for 2018-2020. The contract also includes an excellent fringe benefits package.

**Application Procedure:**

In order to apply, please send a cover letter, resume, and contact information for three references recruiting@veanea.org.

**VEA IS AN EQUAL OPPORTUNITY EMPLOYER**