

PROGRAM: Center for Affiliates and Advocacy

POSITION TITLE: UniServ Director

BARGAINING UNIT: PSA

AUTHORITY AND RELATIONSHIPS: Reports to Designated Manager

Summary of Responsibilities:

- Promotes and works for the implementation of and adherence to the policies and programs adopted by MSEA/NEA.
- Serves as chief negotiator or consultant in negotiations for assigned county.
- Coordinates and trains member advocates.
- Facilitates problem solving and resolves disputes concerning the member workplace, and responsible for processing formal grievances.
- Responsible for gathering, compiling and analyzing information relative to negotiations preparation and contract settlements.
- Develops new research as needed, including but not limited to, the utilization of databases provided to local affiliate(s) by MSEA and NEA.
- Attends meetings of local association governing boards in an advisory capacity.
- Proposes activities, programs, and objectives to local affiliate(s) consistent with the association's mission.
- Assists local affiliate(s) in the construction of the local affiliate(s) budget and office operations, as requested.
- Plans, participates in, and serves as trainer for association programs and local affiliate leadership development activities.
- Assists local affiliate(s) in public relations, including but not limited to, the editing of local affiliate publications.
- Promotes member involvement in the local, state, and national associations and assists in the development and implementation of membership promotion and retention activities.
- Works with state and local committees as assigned.
- Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Performs other duties as assigned.

Qualifications:

- Baccalaureate Degree required.
- Five or more years' experience in labor relations or equivalent job experience required.
- Experience working with teachers, education support personnel, or public sector labor relations law and issues.
- Experience in negotiations, grievance processing, public relations, community organizing, political action, school finance, and education reform issues.

- Demonstrated ability to exercise independent and expert judgment, initiative and resourcefulness.
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action and initiative to implement corrective action.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy.
- Experience in developing, motivating, training, and maintaining cadres of volunteers and activists.
- Demonstrated ability to work independently within the association, with affiliates and outside organizations/agencies important to the accomplishment of association goals.
- Demonstrated ability to interact effectively and frequently with individuals and groups both inside and outside the association in moderately unstructured situations.
- Demonstrated ability to influence, interrogate, motivate or lead persons or groups in order to gain compliance with association objectives by persuasion or negotiation.
- Demonstrated ability in working with confidential data and maintaining confidentiality.
- Demonstrated experience in coordinating labor union organizing and/or community organizing.
- Broad understanding of critical issues and problems facing public education employees and their organizations.
- Proficiency in verbal and written communication.
- Ability to maintain a valid US driver's license that complies with the State of Maryland.

Date of Employment: Pool Remains Open

Email address: careers@mseanea.org

Web address: www.marylandeducators.org

All Correspondence Should Be Addressed To:

Maryland State Education Association

C/O Jana Rossetto-Kennedy

140 Main Street

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