

**VIRGINIA EDUCATION ASSOCIATION  
VACANCY ANNOUNCEMENT FOR POSITION OF  
UNISERV DIRECTOR  
TERRITORY 8**

**Date of Posting:** January 6, 2021

**Deadline for Applying:** Open until filled

**Reports to:** Director, Organizing and Field Support

**Position and Area Description:**

Territory 8 is part of the Fairfax territories of 7 – 9, currently staffed by two UniServ Directors and one Organizing Specialist. The UniServ office is located within the city of Fairfax.

**Minimum Qualifications:**

- Minimum of a B.A. or B.S. degree preferred; equivalent of education and work experience will be considered.
- Demonstrated skills in developing strategies to foster positive change
- Successful work experience in public schools or associations advocating for public schools
- Political Awareness
- Understanding of the bargaining process and its components
- 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
  - demonstrated skill in MS Word and other Microsoft applications.
  - highly developed and effective interpersonal skills
  - demonstrated positive collaborative working relationships with others
  - conflict resolution/mediation skills
  - conceptualizing, developing and delivering training and organizational programs
  - skill in project management, assessment, and evaluation
  - demonstrated effectiveness in counseling, coaching, and mentoring
  - ability to be flexible – shifting priorities/resources with a positive attitude
  - strong public relations skills
  - self-starter who can work without direct supervision
  - awareness of political 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 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. Effective September 1, 2020 the VEA/Staff Master Contract has a salary range of \$68,000 to \$101,948 for 2010-2022. The contract also includes an excellent fringe benefits package.

### **Application Procedure:**

*Please go to the VEA website to apply:*

<https://www.veanea.org/about/vea-careers/>

**VEA IS AN EQUAL OPPORTUNITY EMPLOYER**