



**Louisiana Association of Educators
Job Posting**

POSITION TITLE: UniServ Director
DEPARTMENT: Affiliate Relations
IMMEDIATE SUPERVISOR: Dr. Craig Carter, Executive Director
EMPLOYEE GROUP: LASSO Bargaining Unit
LOCATION: UniServ Director, Region 4: Serving the parishes of Lafayette, Vermillion, St. Landry and Evangeline.
HOURS/STATUS: Full Time / Permanent
SALARY: Negotiated contract between LASSO and LAE
CLOSING DATE: 3/1/2021, 5:00 p.m.

Summary of Position:

The Region 4 UniServ Director assists local affiliates and LAE members in the parishes of Lafayette, Vermillion, St. Landry and Evangeline.

The qualified individual's job duties will include organizational and program development to increase/maintain association membership. LAE UniServ Directors support the organization's articulated programmatic priorities in order to fulfill the mission, vision, and strategic goals of the Association.

LAE Mission and Vision: *LAE's mission is to organize and empower educators to promote quality public schools, strengthen the profession, and improve the well-being of public school children across Louisiana.*

Qualifications for Organizational Specialist: The basic personal, educational, and experience qualifications for the position of LAE UniServ Director are as follows:

1. Completion of Bachelor's Degree (Master's Degree preferred);
2. Two (2) years of field organizing experience (campaigns, members/constituents/community engagement) or successful completion of Pre-UniServ Training Institute;
3. Ability to work independently and self-directed;
4. Effective oral and written communication skills;
5. Knowledge of word processing and publisher software applications;
6. Ability to adapt actions to needs under strenuous and/or adverse circumstances;
7. Strong, interpersonal and social skills to work with a wide range of individuals and personalities;
8. Dedication to the values, philosophy and mission of the Association;
9. Can travel and work flexible work days and work weeks as determined by the needs of the Association; and
10. Analyze and provide creative solutions for educational issues.

LAE UniServ Director Job Description: LAE UniServ Directors work under the direct supervision of management. The duties and responsibilities of a UniServ Director include, but are not limited to the following:

1. Develop and execute local association programs, activities, and organizes trainings to maintain membership, ensure sustained membership growth, organize new members and build strong local associations;
2. Improves and maintains the organizational health of local affiliates through leadership training and development, internal communications, business management, and conflict resolution;
3. Effectively uses digital (online) tools in the delivery of services;
4. Develop and/or implement local affiliate political action, community public relations, legislative support, and professional development activities and programs;
5. Develop and/or implement local affiliate programs in member rights and human relations;
6. Coordinate and advocate on behalf of state affiliate programs and priorities with local affiliates and the unified NEA active members of local affiliates;
7. Advocate for the rights of unified NEA Active members of the local affiliate through collective bargaining, grievance processing, and other means; and
8. Perform other duties as assigned by the LAE management and the LAE Executive Director.

Other Requirements:

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- Demonstrate understanding of the patterns, trends and best practices regarding education policy.
 - Demonstrate understanding of issue organizing and relational organizing.
 - Demonstrate ability to efficiently use technology including working knowledge of basic office software (Word, Excel, PowerPoint), internet, and email.
 - Willingness and ability to access and properly use NEA/LAE online member database and information systems.
 - Willingness and ability to learn new technology.
 - Willingness/ability to work nights and weekends with the flexibility to travel is essential.
 - Valid Louisiana Driver's License.
 - Ability to stoop, bend, reach, and carry light materials.

Locations: LAE has offices statewide.

To apply for the LAE Region 4 UniServ Director position, send a cover letter and resume to Dr. Craig Carter at ccarter@lae.org. Deadline to apply is Monday, March 1, 2021.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.