



**Colorado Education Association
Vacancy Announcement
Exempt Staff
Assignment: Staff Attorney**

Posting Date: April 26, 2021

Closing Date: May 10, 2021(5:00pm MST)

The Colorado Education Association is the largest union of educators in the state with more than 39,000 K-12 teachers, higher ed faculty, and education support professionals, as well as students preparing to become teachers, and retired educators. Our mission is to work collectively to provide the best public education for every student. The Colorado Education Association is seeking qualified applicants for a Staff Attorney position.

The ideal candidate will be deeply committed to our mission, thrive on protecting and defending educator rights, and enjoy working in an organization focused on elevating educator voices to improve educator working conditions for educators and students. The ideal candidate will have a J.D. degree and be a member in good standing of the Colorado state and federal Bars, with a minimum five years of litigation experience in administrative, state and federal trial and appellate courts.

The Colorado Education Association is an equal opportunity employer. We actively encourage people of color, women, individuals who identify as LGBTQ+, or gender non-conforming, people living with disabilities, veterans, and bilingual people to apply for open external positions at CEA. CEA is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Essential Qualifications:

- Bachelor's degree
- Demonstrated use of sound professional judgment
- Excellent oral, written, and interpersonal communications skills
- Knowledge of organizing principles and ability to develop and implement organizing plans
- Proficiency in advanced computer technologies
- Ability to work in a team environment
- Conflict resolution skills
- Understanding of member-based organizations
- Project planning and management skills
- Ability to effectively manage multiple priorities and manage time and financial resources
- Ability to work with minimum supervision
- Willingness and ability to expand knowledge and skills in a rapidly changing environment
- Training and presentation skills

Essential Qualifications (Cont'd):

- Ability to build and maintain effective working relationships with staff and leaders
- Willingness and ability to advocate for the membership and goals of the organization
- J.D. degree and a member in good standing of the Colorado state and federal Bar
- Minimum of five years of litigation experience in administrative, state and federal trial and appellate courts
- Advocate who holds strong union values and committed to support organizational mission

Responsibilities:

- Effectively manages caseload by meeting court and briefing deadlines, calendars and maintains client relationships. Demonstrated ability to independently manage all timelines for filing lawsuits, administrative proceedings, pleadings and discovery
- Maintain comprehensive trial skills that include conducting trials, arbitrations, depositions, testimony and writing trial pleadings.
- Comprehensive legal knowledge of state and federal education law, labor law, employment law, administrative law, and state criminal law and procedure.
- Appellate practice at the state and federal appeals courts.
- Excellent oral and written communication skills
- Working knowledge of social media
- Ability to establish and maintain cooperative working relationships with colleagues, elected leaders, organization members and staff
- Effectively handles and responds to variety of member related calls through the Officer of the Day legal program.
- Trains state and local leaders and members on wide variety of legal issues that affect members and the organization.
- Other duties as assigned by the General Counsel

Compensation and Benefits

This is an exempt bargaining unit position with a salary range of \$68,218 - \$123,475 based upon prior experience and qualifications. A fringe benefits package is provided as defined in the collective bargaining agreement, including health, dental, vision, life insurance, 401(k) plan, and paid sick, personal, and vacation leave.

Application Procedure

To complete an application, please visit the CEA career opportunities website - <https://www.coloradoea.org/career-opportunities/>.

Applications **must be received at CEA by 5pm (MST), May 10, 2021**. The letter of interest that you will be asked to submit should be addressed to Hiring Manager at:

Colorado Education Association
1500 Grant Street
Denver, Colorado 80203