



**Colorado Education Association
Vacancy Announcement
Exempt Staff
Assignment: Director of Government Affairs**

Posting Date: April 16, 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 expanding our government relations capacity and seeking qualified applicants for a Director of Government Affairs position.

The ideal candidate will be deeply committed to our mission, thrive on finding ways to overcome challenges, and enjoy working in an organization focused on elevating educator voices to win policies that improve working and learning conditions for educators and students. The ideal candidate will have experience in legislative lobbying, governmental agency relations, electoral campaigns, and political organizing. The successful candidate will be an effective member of the headquarters team in meeting a broad range of state and field organizing needs with a special focus on:

1. Bipartisan lobbying at the State Legislature.
2. Building and maintaining effective communications and working partnerships with the appropriate governmental agencies and officials, private organizations, and associations involved in shaping policy for public education.
3. Training of and consultation with members, leaders and staff on their role in the political process and support of CEA's legislative goals.
4. Organizing efforts with members, leaders and staff regarding legislation, education policy, political issues, and candidates.

In addition, candidates should be prepared to provide support to our efforts in community outreach, membership development, retention and organizing, bargaining and member rights, and professional issues of concern to our members. Experience in teaching/learning or communications/public relations is a plus.

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:

- Two – Three years of experience as a registered lobbyist, a senior staff member in a state legislative or congressional office, or with directing a state legislative program for a nonprofit or labor organization
- Demonstrated knowledge of state and federal legislative, electoral, and political processes and campaigns. Knowledge of state education policies and campaign finance laws preferred.
- Proven experience in planning legislative action and engagement to maximize the Association's ability to pass pro-public education legislation, by engaging members and leaders in the process and working with legislators and other lobbyists to support legislation
- Ability to navigate and work in complex coalitions
- Ability to review, analyze, and summarize potential and introduced legislation and amendments
- Experience working with a union or other member organization preferred
- Ability to project a positive public image as a representative of the Association
- Ability to engage in organizing and capacity building efforts with association leaders, members and staff
- An understanding about issues related to systemic racism and social justice and a commitment to advance diversity and social justice.
- Bachelor's degree
- Demonstrated use of sound professional judgment
- Excellent oral, written, and interpersonal communication skills
- Knowledge of organizing principles and ability to develop and implement organizing plans
- Proficiency in basic computer technologies
- Ability to work in a team environment
- Conflict resolution skills
- Understanding of membership-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 skill
- 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

Responsibilities:

- As directed, serve as the primary point of contact in the Association's lobbying efforts
- Serve as the lead Lobbyist on legislative issues as assigned
- Develop timely communication with and reporting to Association leaders, Board of Directors, members and staff, using various methods, on legislative and political matters Train leaders, members and staff to support the Association's political and legislative goals
- Provide legislative reporting on issues and legislators upon the conclusion of each legislative session
- In collaboration with leaders and other staff, develop plans for legislative engagement by CEA members, leaders, and allies in support of CEA's goals
- Provide Association political advocacy work in candidate and ballot measure elections at the national, state and local levels as assigned
- Serve as a staff liaison to the NEA and other state affiliates on legislative and political matters
- Represent the Association in public forums and media as necessary
- Provide assistance to the Political Director as assigned, by the executive director or their designee
- Serve as staff liaison to member/leader groups and external entities as assigned
- Perform other duties as assigned

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