



Title: Assistant in Program Services - Retiree Services
Department: Program Services , NYSUT Headquarters (Latham, NY)
Salary: To be Determined
Category: B
Date: April 27, 2021

RESPONSIBILITIES/DUTIES

This position oversees and develops NYSUT's Retiree Services Program which serves to engage and assist NYSUT retirees. The position will work with NYSUT retiree councils, chapters and individual retirees to create and coordinate programs, services and initiatives in support of NYSUT retirees and NYSUT campaigns. The goal of NYSUT Retiree Services is ultimately to engage and mobilize retired members, support the mission and values of NYSUT and build power for all of our members.

Meetings and trainings coordination

- Develop, plan and coordinate program and logistics for retiree regional conferences and events, NYSUT-sponsored retiree leadership conference and retiree training sessions.
- Develop digital programming that engages retired members around social, economic and political topics.

Data and analysis

- Work with Member Records relative to identification and maintenance of retiree membership records.
- Work with regional offices and in-service locals to collect newly retired members contact information.

Governance Support

- Coordinate and facilitate election processes of retiree directors, under direction of the Assistant to the Executive Vice President.
- Provide direct service and support to NYSUT Board members representing ED's 51, 52 and 53 as well as the At-Large Director for ED 51-53.
- Coordinate retiree contiguous ED meetings. (facilitate speaker requests, provide on-site support.)
- Oversee and provide guidance to the Retiree Advisory Committee (RAC). Attend all meetings, assist with agenda formation, note-taking, mailings and writing of the RAC final report.
- Responsible for retiree-specific sub-committees that are created to address specific retiree concerns.

Organizing and Mobilizing

- Staff the retiree booth at various NYSUT conferences when requested (RA, LAP, New Local Presidents' Conference, SRP Leadership Conference, etc.).
- Ensure retiree involvement in such matters as the Committee of 100, lobbying activities, phone banks, etc.
- Assist locals and retirees in the development of retiree chapters.
- Provide ongoing supervision and training to 11 NYSUT Retiree Services Consultants.
- Assist Retiree Services Consultants in the identification and training of leaders.
- Help conduct surveys and/or needs assessments regarding delivery of NYSUT/AFT services and programs for retirees.

Develop Communications and Organizing Materials

- Design, create and coordinate the publication of Retiree Services print material for distribution including training, issues, organizing and mobilization materials.
- Responsible for writing and publishing the *NYSUT Retiree Organizer* newsletter.
- Write and submit to the Communications Department, articles on retiree issues. Ensure that timely and relevant retiree news items appear in *NYSUT United* and on *NYSUT.org*.
- Maintain appropriate communication and coordination with the AFT, NYSARA and other retiree groups regarding involvement of NYSUT retirees.
- Develop and monitor the budget for NYSUT Retiree Program.
- Coordinate work with the administrative assistant.
- Oversee Administrative staff assigned to Retiree Services ensuring all printing, mailing and label requests from retiree councils and chapters are produced.

SKILLS AND QUALIFICATIONS

- Detail-oriented with strong project management skills.
- Proven success with presentations and facilitating workshops.
- Excellent written and verbal communication abilities.
- Strong interpersonal skills.
- Technology skills—Excel, Word, Zoom, Power Point and general webinar platforms.
- Ability to develop and implement/coordinate an effective membership engagement and mobilization campaign
- Ability to identify and train leaders
- Ability to work independently and in a collaborative/team environment
- Effective consulting, training and presentation skills
- Strong problem solving and conflict resolution skills
- Ability to relate to and work well with people
- A college degree or five years' experience in a related field
- Interest in and ability to work with retired members and advocate for the issues that affect seniors.
- Ability to strategically assess the needs of members and leaders of retiree chapters and councils and building program to support those needs.
- Ability to connect the power of retiree activism with NYSUT's in service needs and campaigns.

To apply for the Assistant in Program Services, please send a cover letter, resume and by May 13th, 2021 to HR@nysut.org.

NYSUT is proud to be an equal opportunity employer. NYSUT is committed to building a diverse and inclusive team. Women, people of color, and LGBTQ people are encouraged to apply.

New York State United Teachers is affiliated with the American Federation of Teachers, NEA, AFL-CIO, representing teachers and other professionals, school related professionals, higher education professionals, health care professionals and retirees. www.nysut.org