



**Georgia Association of Educators
Job Posting**

POSITION TITLE: UniServ Director/Election & Campaign Specialist
DEPARTMENT: Affiliate Relations
IMMEDIATE SUPERVISOR: Antonio Castanon-Luna, Field Manger & GR Program Manager
EMPLOYEE GROUP: GSO Bargaining Unit
LOCATION: UniServ Director, Unit 7: Aspiring Educators, Early Career Educators, Higher Education, Lobbyist
HOURS/STATUS: Full Time /Permanent
SALARY: Negotiated contract between GSO & GAE
CLOSING DATE: 7/6/2021, 5:00 p.m. EST

Summary of Position:

The Unit 7 UniServ Director assists local affiliates and GAE members in the specialist areas of Aspiring Educators, Early Career Educators, Higher Education, Lobbying, Campaigns and Elections.

The qualified individual's job duties will include organizational and program development to increase/maintain association membership. GAE UniServ Directors support the organization's articulated programmatic priorities in order to fulfill the mission, vision, and strategic goals of the Association. This UniServ Director will also be responsible for organizing higher education faculty and serve as the Coordinator for the Aspiring Educators program for Georgia. GAE's Aspiring Educators Program supports, develops, and empowers diverse, pre-service teachers with the resources, networks, and opportunities to lead in their schools, communities, and in all phases of their career. This UniServ Director will serve as the Election & Campaign Specialist for GAE and as an Assistant Lobbyist assisting GAE's Managing Director of Government Relations.

GAE Motto: *We exist to support, protect, and strengthen those who nurture Georgia's children.*

Qualifications for UniServ Specialist: The basic personal, educational, and experience qualifications for the position of GAE 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.

GAE UniServ Director Job Description: GAE 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:

The GAE UniServ Director will be responsible for the following:

1. GAE Membership Organizing and Service Specialist for Aspring Educators and Higher Education
2. Assist GAE's GR manager with lobbying and actions that create power that moves local, state, and national agendas.
3. Assist GAE with campaigns and elections.
4. Assist GAE in the development of relationships with state department of education and professional standards commission.
5. Develop and maintain strong, active local affiliates by building deep local infrastructure and capacity
6. Identify, recruit, develop and maintain ECE local leaders in the NEA Core Competencies for strong local affiliates
7. Develop and train local ECE Association Representatives
8. Plan, collaborate, and conduct site visits for the purposes of membership recruitment, retention, and leader development and organizing

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. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.

9. Promote and provide local affiliate training on all GAE\NEA programs and workshops
10. Promote and provide Government Relation programs and activities
11. Promote and provide Professional Teaching and Learning, Leadership Development programs and activities
12. Promote and provide GAE Aspiring Educators' programs and activities
13. Assist GAE members with grievances and other employment problems
14. Provide leadership on problem-solving and conflict resolution skills
15. Provide effective communication between GAE and local associations
16. Serve as liaison to Governance Area Council and GAE Committees as assigned
17. Deliver and train local association leaders on GAE promotional materials
18. Work collaboratively with all GAE employees
19. Research and keep informed on latest education issues and trends
20. Support and promote the goals and programs of GAE and NEA
21. Utilize technology for communications and completion of assignments
22. Be able to use NEA360 and\or VAN as assigned or as necessary to organize, track, and implement GAE and NEA Goals
23. File all required reports on a timely basis
24. Understand and adhere to GAE expenditure policy
25. Assisting in monitoring state board of education meetings and policies
26. Perform other duties as assigned by the Executive Director or designee

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/GAE 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.

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- Valid Georgia Driver's License.
- Ability to stoop, bend, reach, and carry light materials.

Locations: GAE has offices statewide.

To apply for the GAE Unit 7 UniServ Director position, send a cover letter and resume to Dr. Craig Carter at craig.carter@gae.org. Deadline to apply is Tuesday, July 6, 2021.

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