Nebraska State Education Association
Location: State of Nebraska
Title: Organizational Specialist
Salary: Commensurate with Experience
Education: Master’s Preferred
Closing date: 11:59 p.m., Friday, September 3

Application Procedure:

Submit a resume and a letter of application including answers to these questions:

1) Why do you want to work for the NSEA?
2) What experience have you had with negotiating contracts?
3) What teaching or training experience have you had?
4) What experience do you have in organizing people around an event or issue?
5) What knowledge, skills or talents do you bring to this job that you feel will be beneficial to your success?
6) Provide the name and contact information for three people who would recommend you for this position.

Electronic submissions only. This position could be assigned anywhere in the state of Nebraska

This is a “Professional Staff” position as defined by the NSEA/NSA Negotiated Agreement and is a part of the bargaining unit. The person holding this position reports to the Field and Special Projects Manager for evaluation and supervision.

Responsibilities

- Help locals build organizational capacity through training and support in accordance with the Strategic Plan [https://www.nsea.org/sites/default/files/content_images/StrategicPlan2021Update.pdf](https://www.nsea.org/sites/default/files/content_images/StrategicPlan2021Update.pdf)
- Provide training and support to assist locals in maintaining, engaging, and increasing membership
- Develop and support local association programs for bargaining
- Promote member rights
- When necessary to advance the interests of locals or members, seek the expertise and support of NSEA’s specialized resources such as legal, research, advocacy, communications, government relations, and management.
- Coordinate and advocate national and state association programs and priorities with local associations and members
- Interact in a collaborative and cooperative manner with other NSEA staff as part of assigned work teams or as needed to advance NSEA’s and members’ interests
- Support activities that promote membership recruitment, engagement and growth
- Follow the policy of noninterference in the internal political affairs of locals and the NSEA, including member elections and decision making specifically reserved for governance or management
- Work effectively with Governance to advance the interests of locals and members
- Perform other duties as requested by NSEA Management

Skills/Requirements

- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Excellent written and oral communication skills
- Ability to analyze data
• General organizing, bargaining, member rights and education policy skills and knowledge
• Able to offer consultation, support and guidance to members in a variety of circumstances
• Able to work independently and in a diverse, collaborative and team environment
• Able to work well with outside organizations
• Detail oriented, well-organized and able to prioritize work
• Strong organizational and interpersonal skills
• Ability to manage multiple projects and meet deadlines
• Strong advocacy, problem-solving and conflict resolution skills
• Effective presentation capacity, especially utilizing adult learning styles
• Overnight and extended travel as needed for on-site training and in person meetings/events around the state and at national conferences as assigned
• Able to lawfully operate a motor vehicle in the State of Nebraska and be insurable under the NSEA commercial policy
• Able to maintain the confidentiality of information that becomes known through the course of the position, whether it be of a fiscal, personal, or business nature, unless requested by the employer