



Arizona
Education
Association

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Web site:
www.arizonaaea.org

NOTICE OF POSITION OPENING

Position: Organizational Consultant, Government Relations

Date of Posting: Wednesday, September 8, 2021

Close of Posting: **Wednesday, September 22, 2021 at 5:00PM**

Staff Relationship: Reports to the AEA Executive Director

Please submit your résumé and 3 reference names to:
Arizona Education Association
Attn: Sheryl Mathis
345 E. Palm Lane
Phoenix, AZ 85004
fax: 602-240-6887
email: Sheryl.mathis@ArizonaEA.org

Should your résumé generate further interest, AEA will send you an Employment Application. This completed application must be submitted for any further employment consideration.

This opening is for the Government Relations Organizational Consultant position at the AEA headquarters office in Phoenix.

QUALIFICATIONS

Required:

- Knowledge of Arizona's legislative process;
- Knowledge of state budget and education funding;
- Knowledge of campaigns and elections;
- Minimum of three (3) years prior state legislative experience as an agency, nonprofit, contract lobbyist or three (3) years legislative staff experience;
- Effective writing and oral presentation skills; and
- Skills necessary to fulfill the job responsibilities as listed below.

Desired:

- Knowledge of public education issues and school finance systems;
- Working relationships with legislators and legislative staff;
- Experience in navigating the legislative process, including knowledge of how a bill becomes law, analyzing legislation and drafting bills and amendments;
- Experience in developing and implementing candidate and ballot issue campaign strategies;
- Understanding of advocacy roles and responsibilities;
- Work with local associations in organizing, membership, bargaining and grievance processing; and,
- BA/BS/Masters Degree in Public Policy, Public Administration, Legal Studies

JOB RESPONSIBILITIES

General Duties:

- Assist with the routine duties in support of the AEA's public policy and governmental relations programs;
- Lead staff person of the AEA Public Policy Team, as well as the staff liaison for AEA's Government Relations and Legislative Action Task Force; and,
- Serve as a member to AEA's Campaigns and Election team.

Legislative and Lobbying:

- Possess a working knowledge of the state legislative process (e.g. committee assignments and hearings, strike-all amendments, first read, second read, COW, third read, final passage, conference committee, concurrence, reconsideration);
- Track legislative agendas for committee and floor sessions;
- Identify bills relevant to AEA interests and analyze various legislation;
- Monitor legislative committees and prepare status reports on relevant legislative proposals;

AEA's MISSION

*AEA...
keeping the
promise of
quality
public
education*

- Demonstrated ability to work with members and staffs of both political parties;
- Draft legislative proposals into bill format; and,
- Prepare and present legislative briefings to AEA officers, staff, and members.

Political Action:

- Provide legislative voting records and assist with the creation of candidate questionnaire and candidate interviews;
- Assist the AEA Fund for Public Education Council;
- Analyze voting patterns for congressional and legislative districts;
- Assist in the distribution and delivery of campaign information to AEA members on AEA recommended candidates or issues; and,
- Coordinate with the Arizona Labor Unity Table and Pension coalition efforts.

Advocacy, Bargaining, and Organizing:

- Understand matters related to discipline, evaluation, conflict and other workplace related issues;
- Understand meet and confer negotiations with the school districts, in traditional and collaborative approaches; and,
- Assist in membership organizing efforts, including providing training for leaders and members on effective organizing tools to be successful.

Salary Range: \$66,306 to \$102,865 per year
(*commensurate with experience and training*)

Benefits: Consistent with the AEA/AEASO Collective Bargaining Agreement

The Arizona Education Association is an equal opportunity employer with an affirmative action employment program. Minorities and women are encouraged to apply.