



**Louisiana Association of Educators  
Job Posting**

Position Title	UniServ Director (Field Representative)
Category	Bargaining unit, professional staff
Anticipated salary range	Negotiated contract between LASSO & LAE (\$66,146 - \$78,574)
Location of position	Southwest Region of Louisiana
Supervisor	UniServ Manager and/or Executive Director

**Summary of Position:**

Region 3 is composed of 7 local associations. The unit provides services to the education associations in the parishes of Vernon, Beauregard, Allen, Calcasieu, Jefferson Davis, Acadia, and Cameron. This region is located in southwest Louisiana.

The qualified individual's job duties will include organizational and program development to increase/maintain association membership. LAE UniServ Directors support the association's articulated programmatic priorities in order to fulfill the mission, vision, and strategic goals of the Association.

**LAE Mission and Vision:** *LAE's mission is to organize and empower educators to promote quality public schools, strengthen the profession, and improve the well-being of public school children across Louisiana.*

**Qualifications for UniServ Director**

The basic personal, educational, and experience qualifications for the position of LAE 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);
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 workdays and work weeks as determined by the needs of the Association; and
10. Analyze and provide creative solutions for educational issues.

**UniServ Director Job Description:**

The LAE UniServ Director works under the direct supervision of the UniServ Manager. In the event the UniServ Manager position is not staffed, then the UniServ Director work under the direct supervision of the Executive Director. The duties and responsibilities of an LAE UniServ Director includes, but is not limited to the following:

1. Develops and executes local association programs and activities to maintain membership, ensure membership growth and organize new members (NEA Guidelines);
2. Ensures that local affiliates develop and implement a membership recruitment plan;
3. Develops and delivers programs, activities and trainings to build strong locals;
4. Identifies, recruits and trains effective Association Representatives;
5. Implements the policies of the Association as they relate to the protection of the rights, benefits and responsibilities of Association members;
6. Obtains and/or communicates current research data as it relates to local, state or national Association issues and concerns;
7. Effectively uses technology in the delivery of services (excellent writing skills, develop and produced flyer/brochures);
8. Establishes and maintains a working relationship with individuals and organizations with interests in influencing public education;
9. Stays current on legislative, legal, and IPD issues and shares information with local affiliates;
10. Develops and/or executes local association political action, community/public relations, legislative support and professional development activities and programs (NEA UniServ Program Guidelines);
11. Maintains a working knowledge of laws, policies and regulations at the local, state, and federal level that effect the benefits and working conditions of public school employees including, but not limited to collective bargaining;

12. Responds in a timely manner and advises members with concerns, complaints and issues regarding their working conditions, salary and/or benefits;
13. Develops and/or executes local association programs in member rights and human relations (NEA UniServ Program Guidelines);
14. Maintains working knowledge of local grievance procedures and effectively represents members;
15. Improves and maintains the organizational health of the local association through leadership training and development, internal communications, business management, and conflict resolution (NEA UniServ Program Guidelines);
16. Coordinates and advocates national and state association programs and priorities with local associations and members (NEA UniServ Program Guidelines) and as it relates to the LAE Strategic Plan;
17. Acts as a staff liaison to LAE committees and programs assigned by the LAE Executive Director; and
18. Performs other duties as required by the UniServ Manager and the Executive Director.

**Other Requirements:**

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

To apply for the LAE Region 3 UniServ Director position, send a cover letter and resume to Naila Holmes at [nholmes@lae.org](mailto:nholmes@lae.org). Deadline to apply is **Friday, September 24, 2021**.