

September 13, 2021

## INTERNAL/EXTERNAL POSTING

**Job Title:** UniServ Director, WEAC Region 7

**Location:** Brookfield, WI

**Classification:** Professional Staff, Category III

WEAC Region 7 is seeking applicants for the position of full-time UniServ Director. Minorities and females are encouraged to apply.

### Background on the UniServ Unit

WEAC Region 7 represents more than 3,900 public school employees in southeast Wisconsin, excluding the cities of Kenosha, Racine and Milwaukee. The UniServ headquarters building is located in Brookfield, Wisconsin.

WEAC Region 7 is made up of 100+ locals (teacher and ESP), and currently employs three UniServ Professional Staff and one Associate Staff.

### Job Duties

Assist member locals in matters of:

- Organizing
  - Membership recruitment, promotion and development
  - Contribute significantly to the development of the strategic campaign planning/message, incorporate campaign message into 1:1 communication; draft and design basic leaflets, newsletters, and other communication methods
  - Conduct 1:1 organizing through home and work site visits to accurately assess and recruit supporters, leaders, and potential members
  - Develop and execute organizing plans with clear goals, strategies and benchmarks
  - Assist member locals in identifying and executing issue campaigns
  - Bargaining unit recertification
- Advocacy
  - Develop Professional rights and responsibilities committees in member locals
  - Provide counsel, advice, and representation to individuals in member locals
  - Represent individuals in job-related termination or nonrenewal conferences and unemployment compensation hearings
  - Assist members on plans of improvement.
- Leadership Development
  - Identify and develop new member leaders and activists
  - Planning and developing regional and local programs
- Other
  - Public relations
  - Political and legislative matters
  - Perform other duties as assigned by the President and/or WEAC Region 7 Board, consistent with the job description and professional expectations

## Qualifications

- Experience with the following types of employers is highly significant: labor unions, progressive issue advocacy organizations, community organizations, educational institutions, political campaigns and staff of elected officials
- Excellent written and oral communication skills, including exhibiting and promoting open, honest, and direct communications
- Ability to practice and encourage teamwork, collaboration, and consensus decision-making
- Experience as an association leader in education (local, UniServ, state or national) or other public or private sector unions is preferred but not required
- Experience in grievance processing/rights arbitration including case presentation (preferred)
- Knowledge of school law, school finance, and educational issues (preferred)
- Computer literacy and Microsoft Office skills
- Ability to promote and adhere to the policies adopted by the WEAC Region 7 Board and Representative Assembly
- Ability to maintain the confidentiality of individual member(s) concerns in a professional and confidential manner
- Willingness and ability to commit the time and energy necessary to meet the extensive demands of the job, including working long, irregular hours on evenings and occasional weekends
- BA required (MA preferred)
- Valid driver's license and ability to travel as necessary

**Salary and Fringe Benefits:** Competitive salary as negotiated between United Employers Association and the United Staff Union Professional Staff (Category 3). Fringes include, but are not limited to, health, dental, life, vision and long-term disability insurance; retirement package; vacation/sick/personal leave; training funds.

**Deadline for Applications:** A person interested in applying for this position should submit a letter of application, resume, and the names of two references, no later than **5:00 p.m., Friday, October 1, 2021.**

**Beginning Date & Location of Employment:** As soon as possible; WEAC Region 7 office, Brookfield, WI.

### **Submit Applications To:**

**WEAC Region 7  
ATTN: Rachel Swick  
13805 West Burleigh Road Suite 200  
Brookfield, WI 53005  
or  
Region7@weac.org  
(Reference: WEAC Region 7 UniServ Director)**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**