

VACANCY

ASSOCIATE EXECUTIVE DIRECTOR

Kansas National Education Association (KNEA) is seeking qualified candidates who have the necessary experience to fill the Associate Executive Director position.

Position Description: The primary responsibility of the Associate Executive Director is to manage the KNEA UniServ program. The Associate Executive Director implements the program through the UniServ Districts and provides leadership, advice, and counsel to staff and leaders. The position is responsible to the Executive Director. The Associate Executive Director offices at the KNEA Headquarters in Topeka, Kansas, and is expected to maintain a primary residence within 40 miles of the HQ office.

Qualifications:

The position requires:

- The ability to manage professional and support staff
- The ability to develop and manage UniServ budgets
- Demonstrated ability to be flexible working with and facilitating groups with diverse viewpoints
- Demonstrated ability to facilitate groups and individuals in managing change
- Excellent oral and written communication skills
- Skill in gathering and analyzing information
- Demonstrated skills in using adult learning theory in planning, presentations, and training
- Experience with and knowledge of the NEA UniServ program
- Excellent organizing skills
- Willingness and ability to work long hours, including evenings and weekends, as necessary
- A willingness and ability to travel overnight throughout the state regularly
- A willingness and ability to travel out of state frequently

Salary and Benefits: KNEA provides an excellent salary and fringe benefit package.

Employment Date: The expected date for filling this position is December 15, 2021.

How to Apply: Qualified candidates should email a cover letter, resume, and the names, addresses, and phone numbers of five (5) references to Kevin Riemann, KNEA Executive Director, at kevin.riemann@knea.org. Applications must be received by 5:00 p.m. CDT on October 22, 2021.

About KNEA: KNEA's mission is to advocate for education professionals and unite our members, Kansans, and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world. Our vision is a great public school for every student. Our members include K-12 classroom teachers, higher education employees, support professionals, college students, and retired educators.

KNEA is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.