

OPENING: ASSISTANT EXECUTIVE DIRECTOR (UNISERV), NEARI

NEARI is accepting applications to fill **one (1) full-time UniServ position**. Minorities and women are encouraged to apply.

The UniServ Representative is a professional level position which provides a variety of services to local affiliates and members. The UniServ representative exercises considerable independent judgment and discretion in performing assigned responsibilities. The UniServ representative position often requires extended work hours, including evenings and weekends. This position is directly responsible to the Deputy Executive Director.

Job Descrip_tion

- Counsel, advise and represent local affiliates in the areas of collective bargaining, membership promotion, leadership development, grievance processing, and related labor relations activities.
- Counsel, advise and represent members with employment-related issues.
- Counsel and advise members on professional problems and issues.
- Provide or facilitate training programs for members and local affiliates.
- Establish and maintain positive working relationships with local affiliate leadership, members and others.
- Provide local affiliate leadership and members information about NEARI and NEA programs.
- Participate in assigned secondary assignments, such as committees, work groups, etc.
- Participate in government relations activities and political campaigns as required.
- Provide public relations/communications assistance.
- Attend training activities.
- Attend/participate in meetings, conferences, seminars, etc.
- Other duties and responsibilities as assigned.

Required Qualifications

- Bachelor's Degree or any equivalent combination of education and experience.
- Experience, education or training in labor relations skills, including collective bargaining, grievance processing, organizing, membership advocacy, administrative hearings, etc.
- Effective oral and written communication skills.
- Effective interpersonal skills.
- Demonstrated leadership ability.
- Ability to independently coordinate workload and schedule.
- Valid driver's license and dependable automobile for association related activities.
- Evidence of self-motivation and high work ethic.

Desirable Skills and Abilities

- Advanced relevant education.
- Good computer skills.
- Knowledge of contemporary issues.
- Willing to work long hours.

Salaries and Benefits

In accordance with the NEARI and NSO/RI Collective Bargaining Agreement.

Deadline for Applications

The position will remain open until filled.

Application Procedure

A person interested in applying for this position should submit a letter of application describing their experience, knowledge, skills and abilities in regard to the job description and qualifications listed above.

Please also submit a resume and the names of three references to:

Jennifer Azevedo, Esq.
Deputy Executive Director
NEARI
99 Bald Hill Road
Cranston, RI 02920
jazevedo@neari.org

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