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myUEA.org

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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT

EQUITY AND MEMBERSHIP DIRECTOR

Date of Posting: March 11, 2022 Closing Date: April 10, 2022
Interviews: Anticipated April 25-27 Employment Date: June 1 or earliest availability
Salary: Starting salary will be commensurate with training and experience.
Range: \$69,535 - \$95,263
Generous benefit package (medical, vision, dental, retirement, and leave benefits).
FLSA Classification: Fulltime, Exempt, Non-supervisory

Position Summary

The equity and membership director will prioritize association racial and social justice work within the scope of priorities set by the Board of Directors and implement an effective equity program with specific goals and activities. The director will facilitate alignment of UEA and NEA resolutions and policies regarding racial and social justice and apply expertise and experience in equity, justice and inclusion work to internal and external association activities. They will work as part of the UEA team to infuse equity into all facets of the organization.

The director will support the membership work of UEA as part of the UEA membership team and in support of regional field staff, through organizing campaigns and programs. They will model and inspire adherence to the organizational core values.

This position is based at UEA Headquarters in Murray, UT, with potential for remote work flexibility. Extensive in-state travel is required since this position could be assigned to work in any targeted local association in the state. Some out-of-state travel may also be required. In addition, it is frequently necessary to work extended hours and some Saturdays. This position reports to the UEA executive director.

Essential Functions

Equity work

- Identify, implement and develop training and coaching programs to increase awareness and understanding of racial and social justice priorities at all levels of the Association including the UEA Board, UEA elected local leaders, UEA headquarters staff, UEA field staff and UEA general membership, relevant to local association needs.
- Conduct regular data collection and analysis based on professional best practices.
- Develop resources to help local associations implement [NEA Bylaw 3-1\(g\)](#), including the [UEA Minority Involvement Plan](#), to help establish goals, define strategies and build leadership capacity.

The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports and celebrates applicants that reflect the diversity of Utah's educators.

- Write grants to ensure appropriate funding for UEA racial and social justice initiatives.
- Communicate with local leaders, regional field directors and general membership regarding the UEA Board's strategic priority and activities in racial and social justice work.
- Provide staff support to the member-led Ethnic Minority Affairs Committee (EMAC).

Membership work

- Work with the membership team and field staff to:
 - Design and coordinate membership organizing campaigns for the Utah Education Association in new markets, in targeted regions, local associations and buildings.
 - Collect and analyze membership data while ensuring data security.
 - Write grants to ensure appropriate funding for UEA membership organizing campaigns and membership-related programs.
 - Develop membership organizing campaign training materials and present trainings for local leaders involved in membership campaigns.
- Bring an equity focus to membership campaigns and activities.
- Support regional field directors in equity-related advocacy.

Qualifications

Bachelor's degree required. Two or more years recent experience performing comparable duties; experience in local and state elected or appointed positions or staff experience preferred; strong communication, proofreading and project-management skills; ability to articulate NEA and UEA positions and policies to members and potential members; ability to prepare written materials of high standard in both content and form; demonstrate a commitment to advocacy for education professionals; ability to build interpersonal relationships and coalitions at different levels; ability to work through uniquely stressful situations in a professional and productive manner; ability to work independently; proficient in Microsoft Office Suite; skilled in data collection and analysis and ability to make data-driven decisions; skilled in budget preparation; ability to manage multiple programs and responsibilities; demonstrated administrative skills; demonstrated ability to work effectively in a team; proven team-building skills; fluent in multiple languages preferred but not required.

Submit a letter of interest, resume and three letters of professional reference with contact information to HR@myUEA.org.

Utah Education Association
 Human Resources
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