



Missouri NEA – UniServ Director Vacancy

Missouri NEA is seeking applicants for the position of UniServ Director. The role of a MNEA UniServ Director is to support and assist local association officers, leaders, and members to organize and maintain strong, effective local associations in the assigned unit. The UniServ Director is expected to develop a constructive working relationship with the officers, leaders, and members of those locals within the unit along with fellow staff within the state and national associations. This bargaining unit position offers a competitive compensation and benefits package.

Qualifications:

- Bachelor's degree required
- Successful public school employment experience and/or leadership experience with an advocacy organization
- Strong written and verbal communication skills
- Proven ability to develop and coordinate an effective, measurable membership organizing program or campaign
- Proven ability to work independently and in a diverse, collaborative environment
- Effective consulting, training, presentation, and representation skills
- Strong problem-solving and conflict resolution skills
- Proven ability to develop or use a matrix in determining how relevant data can be utilized to reach desired outcomes
- Knowledge of office automation technology including word processing and data applications
- Skilled in communicating and interacting with social media
- Must be able to work with Microsoft Word, Excel, and Power Point; along with other relevant social media and technology
- Must have a valid driver's license and be willing to travel within the unit, around the state, and to national meetings

Worksite/Office Location: Missouri NEA St. Louis Office 955 Gardenview Office Parkway, St. Louis, MO 63141

Application Procedures: Any person wishing to be considered for this position should send (1) a letter of application covering experience, knowledge, and skills that pertain to the job description/qualifications listed, (2) a completed application, and (3) a current resume with two letters of recommendation and three references. Applications for consideration must include all components listed.

**All materials must be sent electronically to
Shannon Weber
Missouri NEA Assistant Executive Director - East
shannon.weber@mnea.org**

MISSOURI NEA IS AN EQUAL OPPORTUNITY EMPLOYER

Application Deadline: Tuesday, September 26, 2023



UniServ Director Job Description

1. Identify and provide professional assistance in resolving critical problems at the local affiliate level.
2. Coordinate state and national association programs for locals.
3. Consult and assist with membership promotion programs in existing locals and organize, develop, and nurture new locals.
4. Consult and assist locals with collective bargaining and related activities.
5. Consult and assist locals and individuals with contract administration, grievance adjudication, legal defense, fair representation, and human relations.
6. Coordinate local/state/national political, legislative, and political action committee (PAC) activities for locals.
7. Consult and assist locals on organizational and program development and association management.
8. Consult and assist locals with professional development and instructional improvement programs.
9. Consult and assist locals with public relations, publicity, and communications.
10. Consult and assist locals in crisis management.
11. Serve as trainer for local affiliates and affiliate leaders.
12. Work cooperatively with fellow employees assigned to the same office.
13. Perform necessary routine duties including the timely submission of expense vouchers, daily activity reports, ULSP forms and leave requests.
14. Perform other appropriate duties as assigned.

Below is additional information regarding on-going expectations and responsibilities of a UniServ Director in supporting and assisting local association officers, leaders, and members to organize and maintain strong, effective local associations in the assigned unit:

1. Provides and develops appropriate training experiences and leadership development opportunities for officers, building representatives, chairpersons, bargaining team members, members of committees and other Association members as the need arises.
2. Works with the local association governance bodies on matters relating to the Association's program and internal affairs, including but not limited to:
 - Develops and/or executes local association programs and planning to maintain membership, ensure membership growth, and organize new members.
 - Develops and/or executes local association planning for political action, community/public relations, legislative support, and professional development activities and programs.
 - Develops and/or executes local association programs and planning in member rights and human relations including representation of members in employment related meetings and negotiations.
 - Improves and maintains the organizational health of the local association through leadership training and development, internal communications, business management, and conflict resolution.
 - Coordinates and advocates national and state association programs and priorities with local associations and members.
3. Communicates with members about state and national member benefits programs.
4. Successfully organizes and services all categories of members.
5. Represents the Association employee-employer relationships directly involving school boards or the superintendent or their designees.
6. Attends appropriate meetings of the Association's affiliated organizations and other meetings in the community.
7. May serve as an adviser on the local professional negotiation teams where appropriate.
8. Coordinates local activity directed toward state and/or national strategic priorities and goals.
9. Assists in developing and conducting state level programs as assigned by the Field Manager or the Executive Director.
10. Must be able to work with Microsoft Word, Excel, and Power Point; along with other relevant social media and technology as required by MNEA.

MISSOURI NEA IS AN EQUAL OPPORTUNITY EMPLOYER

MISSOURI NEA

1810 EAST ELM STREET, JEFFERSON CITY, MO 65101 • 1-800-392-0236

APPLICATION FORM – PROFESSIONAL OR ASSOCIATE STAFF POSITION

(You are not required to furnish any information which is prohibited by federal, state, or local law.)
(Candidates selected for interviews may be subject to background checks.)

Last Name		First Name		Middle Name	
Home Address			City	State	Zip
Email Address					Home Phone
					Cell Phone

Position for which you are applying

SECTION I, II & III ARE INTENDED TO SUPPLEMENT THE INFORMATION PROVIDED BY YOUR RESUME. IF INFORMATION REQUESTED BELOW IS ALREADY INCLUDED IN YOUR RESUME, SIMPLY INDICATE "SEE RESUME" IN SPACE PROVIDED.

I. Employment Experience (Please start with your present/most recent position.)

A.	Employer		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from _____ to _____		
	Title		Compensation		
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

B.	Employer		Address		
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business		Employed from _____ to _____		
	Title		Compensation		
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

(proceed to next page)

C. Employer		Address		
City	State	Zip Code	Area Code	Telephone No.
Kind of Business		Employed from _____ to _____		
Title		Compensation		
Nature of Work				
Name and Title of Supervisor				
Reasons for Leaving or Desiring to Change				

II. Education

Highest Level of Education Completed:				
High School:			Location	
College/Graduate School:				
Name/Location	From	To	Degree	Major

III. Activities

Membership in professional or job-related organizations (you may exclude racial, religious and nationality groups):
List hobbies and extracurricular activities you enjoy.
Publications, professional licenses or special honors or awards:
What qualifications, abilities, and strong points will help you succeed in this job?

IV. Miscellaneous

Have you ever been convicted of a misdemeanor or a felony? (Do not include arrests or criminal charges <u>not</u> resulting in a conviction.) If so, please describe in detail the charge(s) and the incident(s) upon which the conviction was based:
Do you currently have a valid state driver's license and automobile insurance? # Yes # No
OPTIONAL: Please indicate your ethnicity/race: Please indicate your gender:
How did you find out about this opening?