



**Georgia Association of Educators
External Job Posting**

POSITION TITLE: UniServ Director
DEPARTMENT: Affiliate Relations
IMMEDIATE SUPERVISOR: Tammy Baltzell, UniServ Manager
EMPLOYEE GROUP: GSO Bargaining Unit
LOCATION: UniServ Director, Unit 10: Atlanta, Barrow, Buford City, Clarke, Elbert, Franklin, Greene, Gwinnett, Hart, Jackson, Madison, Oconee, and United
HOURS/STATUS: Full Time /Permanent
SALARY: Negotiated contract between GSO and GAE
CLOSING DATE: 4/5/2024, 5:00 p.m. EST

Summary of Position:

The Unit 10 UniServ Director assists local affiliates and GAE members in the counties of Atlanta, Barrow, Buford City, Clarke, Elbert, Franklin, Greene, Gwinnett, Hart, Jackson, Madison, Oconee, and United.

The qualified individual's job duties will include organizational and program development to increase/maintain association membership. GAE UniServ Directors support the organization's articulated programmatic priorities in order to fulfill the mission, vision, and strategic goals of the Association.

GAE Motto: *We exist to support, protect, and strengthen those who nurture Georgia's children.*

Qualifications for UniServ Director: The basic personal, educational, and experience qualifications for the position of GAE UniServ Director are as follows:

1. Completion of Bachelor's Degree (Master's Degree preferred);
2. Two (2) years of field organizing experience (campaigns, members/constituents/community

- engagement) or successful completion of Pre-UniServ Training Institute;
- 3. Ability to work independently and self-directed;
- 4. Effective oral and written communication skills;
- 5. Knowledge of word processing and publisher software applications;
- 6. Ability to adapt actions to needs under strenuous and/or adverse circumstances;
- 7. Strong, interpersonal and social skills to work with a wide range of individuals and personalities;
- 8. Dedication to the values, philosophy and mission of the Association;
- 9. Can travel and work flexible work days and work weeks as determined by the needs of the Association; and
- 10. Analyze and provide creative solutions for educational issues.

GAE UniServ Director Job Description: GAE UniServ Directors work under the direct supervision of management. The duties and responsibilities of a UniServ Director include, but are not limited to the following:

The GAE UniServ Director will be responsible for the following:

1. GAE Membership Organizing and Service Specialist
2. Assist assigned local affiliates in membership organizing and actions creating power that moves local, state, and national agenda.
3. Assist GAE with membership promotion, recruitment, and retention
4. Assist GAE locals in the development of an organizing culture including local and state actions
5. Develop and maintain strong, active local affiliates by building deep local infrastructure and capacity
6. Identify, recruit, develop and maintain local leaders in the NEA Core Competencies for strong local affiliates
7. Develop and train local Association Representatives
8. Plan, collaborate, and conduct site visits for the purposes of membership recruitment, retention, and leader development and organizing
9. Promote and train local affiliate officers on interest-based agreements
10. Assist local affiliate officers with annual employment improvement recommendations for board of education action
11. Promote and provide local affiliate training on all GAE\NEA programs and workshops
12. Promote and provide Government Relation programs and activities

Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.

13. Promote and provide Professional Teaching and Learning, Leadership Development programs and activities
14. Promote and provide SGAE programs and activities
15. Assist GAE members with grievances and other employment problems
16. Provide leadership on problem-solving and conflict resolution skills
17. Provide effective communication between GAE and local associations
18. Serve as liaison to Governance Area Council and GAE Committees as assigned
19. Deliver and train local association leaders on GAE promotional materials
20. Work collaboratively with all GAE employees
21. Research and keep informed on latest education issues and trends
22. Support and promote the goals and programs of GAE and NEA
23. Utilize technology for communications and completion of assignments
24. Be able to use NEA360 and/or VAN as assigned or as necessary to organize, track, and implement GAE and NEA Goals
25. File all required reports on a timely basis
26. Understand and adhere to GAE expenditure policy
27. Assisting local in monitoring local board of education meetings and policies
28. Perform other duties as assigned by the Executive Director or designee

Locations: GAE has offices statewide.

To apply for the GAE Unit 10 UniServ Director position, send a cover letter and resume to Tammy Baltzell at tammy.baltzell@gae.org. Deadline to apply is Friday, April 5, 2024.

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