



## Missouri NEA – UniServ Director Vacancy

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Missouri NEA is seeking applicants for the position of UniServ Director. The role of a MNEA UniServ Director is to serve as field representative by supporting and assisting 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 preferred but not required
- Successful public school employment experience and/or leadership/staff 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
- Strong leadership development skills
- Proven ability to develop, implement, and evaluate a strategic vision and plan
- Must be able to work with Microsoft Office; 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:** MNEA Springfield Office 1525-B West Sunshine, Springfield, MO 65807

**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 containing contact information for three references. Applications for consideration must include all components listed.

**All materials must be sent electronically to  
[careers@mnea.org](mailto:careers@mnea.org)**

**MISSOURI NEA IS AN EQUAL OPPORTUNITY EMPLOYER**

**Posting is open until filled**

## UniServ Director Job Description

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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.

## UniServ Director Additional Expectations/Responsibilities

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Below are on-going expectations and responsibilities of a UniServ Director in supporting and assisting local association leaders and members to organize and maintain strong, effective local unions in the assigned unit:

1. Provides and develops appropriate training experiences and leadership development opportunities for local leaders and association representatives.
2. Works with the local associations 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 local leaders and members about state and national programs.
4. Successfully organizes and services all categories of members.
5. Represents the Association employee-employer relationships directly involving school boards or the administration.
6. Attends appropriate meetings of the Association's affiliated organizations and other meetings in the community.
7. Serve as an adviser on the local professional negotiation teams.
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.

# 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	Home Phone
Email Address					Cell Phone

Position for which you are applying
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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.)

<b>A.</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				

<b>B.</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				

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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

<b>Highest Level of Education Completed:</b>				
<b>High School:</b>			<b>Location</b>	
<b>College/Graduate School:</b>				
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
<u>OPTIONAL:</u> Please indicate your ethnicity/race:  Please indicate your gender:
How did you find out about this opening?