

## Statewide Membership Engagement Coordinator

### 1. Function

The Statewide Membership Engagement Coordinator is a versatile, multi-faceted position that supports the Executive Director in ensuring organization-wide success. The role involves performing a wide variety of organizing and organization development work related to constituency membership growth and leadership development in assisting The South Carolina Education Association (The SCEA) in achieving its goals and strategic priorities. This includes membership recruitment, retention, and engagement, as well as identifying and developing leaders. The coordinator also provides support to local Associations and members in areas such as organizing, member rights advocacy, local development/training, revitalizing inactive locals, professional efficacy, and political advocacy.

Provides direct member support, working with the Member Advocacy Specialist and UniServ Directors.

### 2. Responsibilities

The position requires strict adherence to company procedures, policies, and best practices to ensure compliance and maintain the Association's high standards of excellence. It includes, but is not limited to:

- Supporting the growth and development of student and new educator programs through strategic planning and initiative implementation. Addressing member inquiries and providing exceptional customer service via various communication channels.
- Strategic planning, coordinating, and managing events aligned with growth objectives, managing conference schedules, and identifying emerging leaders.
- Building strong locals and recruiting new members while also implementing comprehensive membership retention strategies.
- Attending events and conferences, providing assistance to members on professional issues and advocacy, and collaborating with other departments to align membership activities with overall Association goals.
- Routine administrative tasks and other duties assigned by the Executive Director are performed diligently.

### 3. Minimum Qualifications

**Education:** Bachelor's degree

**Experience:** Experience in a job-related position or experience in a related Association/union.

**Technical:** Microsoft Office Suite

**Other:** The ideal candidate should possess the following qualities:

- Have flexibility, good judgment, initiative, and the ability to be effective in complex situations.
- Work independently, but also collaborate well with other staff members, as well as with members of the Association and the public.
- Ability to prepare written materials, possess strong organizational skills and attention to detail, and demonstrate the ability to efficiently handle multiple priorities in a fast-paced, change-oriented environment. Excellent written and verbal communication skills, with the ability to articulate complex concepts in a clear and concise manner.
- Build and develop strong and effective relationships with members and potential members.

**Residence:** This is a headquarters position. Statewide travel is required. There may be periodic out of state travel as needed.

#### 4. Authority and Relationships

This position is part of the Bargaining Unit and is subject to the terms, salary, and conditions of employment contained in the Collective Bargaining Agreement (CBA) between The SCEA Executive Board and the South Carolina Staff Organization (SCSO).

Reports to the Executive Director and/or Designee.

#### 5. Salary Range

Per the Collective Bargaining Agreement (CBA).

#### 6. Deadline

Please submit a cover letter, resume with three business references, and any letter of recommendation to the Interim Executive Director, Dominic Padilla (DPadilla@NEA.org), by May 3, 2024.