January 12, 2017

FR: Bernadette Joe Maddox, Managing Director of Human Resources

RE: Vacancy –Organizational Specialist – Association Leadership and Organizational Development Position (MSEA Headquarters, Annapolis)

MSEA is seeking applicants to fill a MSEA Organizational Specialist vacancy in the MSEA headquarters.

If you have any questions, please do not hesitate to contact me.

PROGRAM: Center for Affiliates and Advocacy

POSITION TITLE: Organizational Specialist – Association Leadership and Organizational Development

BARGAINING UNIT: Professional Staff Association

AUTHORITY AND RELATIONSHIPS: Reports to Designated CAA Manager

**QUALIFICATIONS:**

* Baccalaureate Degree required.
* Undergraduate or graduate training in labor relations, organizational development, adult learning, or equivalent job experience in a related field strongly desired.
* Successful candidate should possess:
* demonstrated knowledge of and commitment to public education;
* practical knowledge and skill as an adult trainer and facilitator with a wide range of technical methods, strategies, principles, and practices;
* excellent speaking, writing and database management skills;
* an in-depth understanding of diversity and ethnic minority concerns;
* demonstrated ability to write articles, talking points, reports, and produce products that inform or persuade targeted audiences or promote action in support of complex issues;
* demonstrated ability to perform duties with a high level of efficiency and accuracy, while handling multiple and complex tasks simultaneously under stringent timeframes and changing priorities/conditions;
* demonstrated ability to exercise independent and expert judgment, initiative, and resourcefulness;
* demonstrated ability to work independently, in a team environment, and as a team leader;
* demonstrated ability to work with confidential data of major importance and maintain confidentiality;
* demonstrated ability to analyze and synthesize complex data into a coherent story;
* demonstrated ability to plan and carry out work projects while altering and refining the methods, strategies, and techniques utilized;
* demonstrated ability to develop productive and sustained relationships with diverse groups and individuals inside and outside the organization;
* demonstrated ability to influence, motivate or lead persons or groups in gaining compliance with Association objectives by persuasion or negotiation;
* demonstrated ability to negotiate on behalf of the organization; and
* Has or is able to obtain and maintain a valid US driver's license that complies with the State of

 Maryland.

**Responsibilities:**

* Coordinates the development and implementation of various MSEA conferences, training programs, events, and debriefings, e.g., Summer Leadership Conference, committee training programs, educator appreciation day, etc.
* Designs and conducts presentations, seminars, and workshops.
* Provides adult learning theory, facilitation, training techniques, and other training programs for staff and leaders.
* Serves as staff liaison to the Leadership Development, Minority Affairs, and Women’s Concerns Committees.
* Coordinates the MSEA Student Program and establishes relationships between college student chapters and neighboring MSEA K-12 affiliates (e.g., Towson University and TABCO, Bowie State University and PGCEA, etc.).
* Promotes and works for the implementation of and adherence to the policies and programs adopted by MSEA/NEA.
* Develops a collegial and professional relationship with staff and members to move association programs forward.
* Negotiates contracts for training facilities and submit drafts for approval by the field, legal, financial, and executive departments.
* Works extended hours, including evenings and weekends when necessary, in order to perform assigned responsibilities.
* Performs other duties as assigned.

**ASSIGNMENT:** MSEA Headquarters, Annapolis