

PROGRAM: Center for Affiliates and Advocacy

POSITION TITLE: UniServ Director/Organizer

BARGAINING UNIT: PSA

AUTHORITY AND RELATIONSHIPS: Reports to Designated Manager

**Job Summary:**

The UniServ Director provides counsel, advice and representation to individuals and members in the local affiliates, including processing formal grievances. This position is responsible for assisting affiliates with the enforcement of the collective bargaining agreement, contract negotiations, representation at board of education and other public meetings, and assisting individual members with problems related to working conditions in the county for which he/she is assigned. The UniServ Director also coordinates legislative and political activities at the local level.

**Primary Responsibilities:**

- Promotes and works for the implementation of and adherence to the policies and programs adopted by MSEA/NEA.
- Serves as chief negotiator or consultant in negotiations for assigned county.
- Coordinates and trains member advocates.
- Facilitates problem solving and resolves disputes concerning the member workplace, and responsible for processing formal grievances.
- Responsible for gathering, compiling and analyzing information relative to negotiations preparation and contract ratifications.
- Develops new research as needed, including but not limited to, the utilization of databases provided to local affiliate(s) by MSEA and NEA.
- Attends meetings of local association governing boards in an advisory capacity.
- Proposes activities, programs, and objectives to local affiliate(s) consistent with the association's mission.
- Assists local affiliate(s) in the construction of the local affiliate(s) budget and office operations, as requested.
- Plans, participates in, and serves as trainer for association programs and local affiliate leadership development activities.
- Assists local affiliate(s) in public relations, including but not limited to, the editing of local affiliate publications.
- Promotes member involvement in the local, state, and national associations and assists in the development and implementation of membership promotion and retention activities.
- Works with state and local committees as assigned.
- Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.

- Performs other duties as assigned.

**Qualifications:**

- Baccalaureate Degree required.
- Five or more years' experience in labor relations or equivalent job experience required.
- Experience working with teachers, education support personnel, or public sector labor relations law and issues.
- Experience in negotiations, grievance processing, public relations, community organizing, political action, school finance, and education reform issues.
- Demonstrated ability to exercise independent and expert judgment, initiative and resourcefulness.
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action and initiative to implement corrective action.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy.
- Experience in developing, motivating, training, and maintaining cadres of volunteers and activists.
- Demonstrated ability to work independently within the association, with affiliates and outside organizations/agencies important to the accomplishment of association goals.
- Demonstrated ability to interact effectively and frequently with individuals and groups both inside and outside the association in moderately unstructured situations.
- Demonstrated ability to influence, interrogate, motivate or lead persons or groups in order to gain compliance with association objectives by persuasion or negotiation.
- Demonstrated ability in working with confidential data and maintaining confidentiality.
- Demonstrated experience in coordinating labor union organizing and/or community organizing.
- Broad understanding of critical issues and problems facing public education employees and their organizations.
- Proficiency in verbal and written communication.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Maryland.

**ASSIGNMENT: Prince George's County Education Association**