

**POSITION TITLE:** Organizational Specialist-Government Relations

**CENTER:** Public Affairs

**BARGAINING UNIT:** Professional Staff Association (PSA)

**AUTHORITY AND RELATIONSHIPS:** Reports to Managing Director of Political & Legislative Affairs, Center for Public Affairs

**JOB SUMMARY:** The Organizational Specialist/Government Relations serves as a lobbyist and policy analyst for MSEA. This position will lead in specific education policy issue areas such as student assessment and measurement, teacher evaluations, certification, special education, professional development, and strategies to close opportunity and achievement gaps, among other issues. The position will ensure an effective representation of MSEA in Maryland's education communities, and within local, state, and federal government agencies.

**RESPONSIBILITIES:**

- Advises and advocates on legislative and regulatory proposals that impact education policy.
- Builds relationships and actively engages and monitors the work of the Professional Standards and Teacher Education Board and State Board of Education. Responsible for producing minutes and action items for these meetings.
- Writes, edits, and delivers testimony to the Maryland General Assembly and the Executive Branch.
- Serves as key resource, trainer, consultant, and advisor to staff, members, assigned committees, councils, and boards on all aspects of education policy. Advises in such areas as teacher performance standards, certification issues, COMAR regulations, and student assessments (among others to be assigned).
- Develops and maintains collaborative relationships among members and coalition partners to support the Association's legislative and political goals.
- Attends meetings of local affiliate governing boards to develop our legislative agenda and build support among those board and local affiliate members.
- Serves as organizer, trainer, and consultant in political action for assigned county affiliates related to political organizing, advocacy, the MSEA Fund for Children and Public Education, and any coordinated legislative activities.
- Assists assigned local affiliates with the candidate recommendation process for federal, state, and local candidates for public office.
- Works extended hours including weekends and evenings, when necessary, to perform assigned responsibilities.
- Performs other duties as assigned.

## QUALIFICATIONS:

- Bachelor's Degree in public policy, education, labor relations, or equivalent required; graduate degree in education, political science, or labor relations preferred, or law degree desirable.
- Two years (minimum) of classroom teaching experience or three years (minimum) of experience in education policy analysis or lobbying.
- Working knowledge of the federal Elementary and Secondary Education Act (Every Students Succeed Act) preferred, working knowledge of the Blueprint for Maryland's Future desirable.
- Working knowledge of the state laws governing political action.
- Familiar with the federal, state, and local government personalities, agencies, and committees, particularly working knowledge of the Maryland State Department of Education and the Maryland State Board of Education.
- Ability to exercise discretion, independent judgment, initiative, and resourcefulness.
- Ability to influence, motivate, or lead persons or groups in gaining compliance with Association objectives by persuasion or negotiation.
- Ability to identify and analyze complex data, research legislation and policies, and plan and carry out work projects while altering and refining the methods and techniques to be used.
- Ability to work independently within the Association and with affiliates and outside organizations/agencies for the accomplishment of Association goals.
- Ability to interact effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations.
- Ability to motivate members to advocate for the Association's public positions, particularly during the legislative session.
- Ability to perform duties with a high level of efficiency and accuracy.
- Proficiency in verbal and written communication; and
- Experience working in Microsoft Office suite environment.
- Has or can obtain and maintain a driver's license in the State of Maryland.

## ADDITIONAL QUALIFICATIONS:

Direct knowledge and working relationship with the Maryland General Assembly and Executive Branch and experience in political or issue-organizing campaigns.

***MSEA is an EQUAL OPPORTUNITY EMPLOYER.***

Date of Employment: As soon as possible  
Submission deadline: June 8, 2021  
Email address: [careers@mseanea.org](mailto:careers@mseanea.org)  
Mail address: Bernadette Joe Maddox  
Maryland State Education Association  
140 Main Street Annapolis, MD 21401-2020  
Compensation: Starting Salary: \$80,739