



Organizational Specialist – Political and Legislative Affairs Maryland State Education Association (MSEA)

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 75,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

JOB SUMMARY: This position focuses on building the political organizing capacity of MSEA, local affiliates, and members through program development, implementation, training, and coordinating member and public advocacy activities. The incumbent also builds and maintains relationships with political organizations, parties, and elected officials. Significant resources will be devoted to building MSEA's fundraising program and internal member engagement capacity, including use of technology to target resources in political advocacy efforts.

RESPONSIBILITIES:

- Work with local affiliates to build local political organizing and advocacy programs and serve in an advisory role with those affiliates.
- Develop and implement skills-based training on PAC fundraising, organizing, member engagement, political action, campaign development, VAN, and leadership development.
- Serve as Political Action Committee (PAC) organizer to the MSEA Fund for Children and Public Education.
- Work with local affiliates to develop and implement statewide PAC fundraising programs.
- Assist with recommendation process for candidates for public office.
- Develop campaign and membership engagement plans to support the association's legislative and political goals.
- Write and edit campaign materials, articles, and flyers appropriate to internal and external political organizing projects.
- Track and regularly report progress toward campaign goals.
- Serve as an organizer and consultant for MSEA and local affiliates.
- Work with consultants to add resources to the PAC and political affairs operations.
- Assist in maintaining relationships with the Democratic and Republican parties.
- Assist in membership promotion activities, including building visits.
- Represent the association at internal and external meetings, as requested.



- Attend meetings of local affiliate governing boards and PACs in an advisory capacity.
- Work with other department staff to ensure coordinated legislative and political activities with local affiliates.
- Staff and work with MSEA committees, as assigned.
- Work extended hours including weekends and evenings when necessary in order to perform assigned responsibilities.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree to include coursework in political science or public policy.
- Two or more campaign cycles of political organizing experience in campaigning, motivating volunteers, and/or general organizing.
- Familiarity with the federal, state, and local government personalities, agencies, and committees.
- Ability to activate members to advocate for the association's public positions, particularly during the legislative session.
- Experience working with the VAN and other voter file and volunteer management systems.
- Ability to develop training modules and history of organizing or leading political campaign skills training sessions.
- Ability to perform duties with a high level of efficiency and accuracy.
- Ability to exercise independent and expert judgment, initiative, and resourcefulness.
- Ability to identify and analyze complex data, plan and carry out work projects, and alter and refine the methods and techniques to be used.
- Ability to work independently and collaboratively within the association, and with affiliates and outside organizations/agencies important to the accomplishment of association goals.
- Ability to work with confidential data of major importance and maintain confidentiality.
- Proficiency in verbal and written communication.
- Ability and willingness to periodically engage in travel and work extended hours.
- A valid US driver's license that complies with the state of Maryland.

DESIRABLE ADDITIONAL QUALIFICATIONS:

- Additional years of campaign organizing experience.
- History organizing labor groups and/or trade associations.



- Computer proficiency with MS Office products and advanced expertise with Excel and spreadsheets.
- Advanced work with voter file data.
- Experience with political targeting.
- Experience with low-dollar fundraising.
- Experience with event-based fundraising.
- Experience working in/for public education.

Compensation

Salary: The salary range for this position starts at \$90,577 and will be linked to the 2022-2023 collective bargaining agreement.

Date of Employment: As soon as possible

Submission deadline: Open until filled

Email address: careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the email address above. Applications can be downloaded from the MSEA website at marylandeducators.org. All applications must be typed.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.