



Organizational Specialist – Association Leadership and Organizational Development 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: The Organizational Specialist is responsible for creating, implementing, and delivering the content for various conferences, events, seminars, and workshops for staff and leaders under the direction of a COA Managing Director. This position will also serve as a staff liaison to designated MSEA committees, and coordinate efforts with the MSEA Aspiring Educator Program and Early Career Educator Program. This position may provide support with field organizing events and related program initiatives.

RESPONSIBILITIES:

- Coordinates the development and implementation of various MSEA conferences, training programs, events, and debriefings, e.g., Summer Leadership Conference, Early Career Educator Conference, committee training programs, and others.
- Develops 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 MSEA committees, e.g., Leadership Development and Early Career Educator committees.
- Coordinates the MSEA Aspiring Educator 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.).
- Coordinates the statewide MSEA Early Career Educator Program and establishes relationships with local affiliates to advance early career educator organizing.
- Assists with field organizing, as needed and assigned.
- 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 submits 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.

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.
- Demonstrated knowledge of and commitment to public education and the labor movement.
- 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 racial and social justice issues and unionism.
- 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.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Maryland.

Compensation

Salary: The salary for this position is from \$90,577 to \$136, 634 and is linked to the 2022-2025 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.