



## **Organizational Specialist – Equity Organizer**

### **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 will serve as a team member under the direction of the Center for Organizing & Advocacy (COA) designated manager. This position will support moving the association's strategic objective on racial social justice organizing and training. This position requires the individual to support existing programs and create new ones as well as develop and deliver training for MSEA locals, members, and staff upon request of management. The individual will possess an expertise in organizing and demonstrated success with educators of diverse racial, social, and economic backgrounds. The individual will also possess a high degree of interpersonal skills, ability to collaborate among diverse groups of people, event/conference planning skills, and a deep understanding of organizing with the ability to create change through organizing. The position also requires the individual to understand and employ at appropriate times facilitation, education, and/or training skills.

#### **RESPONSIBILITIES:**

- Support the development and implementation of MSEA's strategic objective on Racial- Social Justice: Training and Organizing.
- Serve as staff liaison to the Minority Affairs Committee, Human and Civil Rights Committee, and Educators of Color Taskforce.
- Develop and coordinate annually the MSEA Racial Social Justice Summit, in conjunction with the Human and Civil Rights Committee.
- Coordinate all aspects of the annual MLK Celebration in conjunction with the appropriate member workgroup.
- Coordinate the Minority Affairs Committee leadership trainings in conjunction with the Committee.
- Facilitate the grants and awards process for committees assigned.
- Provide reports and presentations on MSEA strategic metrics and program work in accordance with established timelines and as requested.
- Work collaboratively with staff across departments/centers to adhere to all event planning timelines and requirements.
- Work with UniServ Directors and other association staff to build relationships and to accomplish goals and COA strategic objectives around racial social justice work.
- Attend local/state/regional/national conferences, workshops, events, and trainings that are relevant to equity in education, professional development, and other programs to remain knowledgeable and aware of best practices and current research, as approved by the manager.
- Provide ongoing research and serve as an information source for association staff, the state association, and local affiliates regarding matters pertaining to racial and social justice.
- Develop and deliver training and guide locals engaged in MSEA's targeted locals' campaign to create



and implement local racial social justice and equity plans.

- At the request of management, partner with the Center for Education Policy and Practice to provide professional development for staff in racial and social justice and equity in education.
- Assist with field organizing, as assigned.
- Utilize organizing and strong interpersonal skills to move the association forward in social justice work, particularly racial social justice, and equity in education with staff, members, and the public.
- Utilize the resources of the association to create and develop collaborative internal and external partnerships (at the local and state level) in support of MSEA's strategic plan, goals, objectives, and new business items.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree required.
- Three-to-five years of experience in organizing educators of diverse racial backgrounds and/or other comparable diverse populations preferred.
- 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.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy.
- Demonstrated ability to manage multiple projects in conjunction with other assignments.
- Demonstrated ability to work independently and interact effectively with individuals and groups both inside and outside the association, to include UniServ staff, affiliates, and members to accomplish the goals of the association.
- Proven experience as a trainer, educator and/or facilitator with a wide range of technical skills, principles, and practices.
- Experience and commitment to working in a team environment and the willingness to share responsibilities with colleagues and act as a team leader.
- Demonstrated ability to influence, motivate or lead persons or groups in gaining compliance with association objectives by persuasion or negotiation.
- Demonstrated proficiency in verbal and written communication.
- Demonstrated ability to use computer programs such as Microsoft Office Excel, Outlook, PowerPoint, Publisher, and Word.
- Ability and willingness to work long hours, including evenings and weekends, and to travel statewide on short notice to assist with member issues and professional development as required.
- Valid US driver's license that complies with the state of Maryland.





### **Compensation**

Salary: The starting salary range for this position is \$92,389 to \$139,366 and is linked to the 2023-2024 collective bargaining agreement.

Date of Employment: By September 1, 2024

Submission deadline: Open until filled

Email address: [careers@mseanea.org](mailto: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](http://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.

