MANAGER OF PUBLIC AFFAIRS

POSITION DESCRIPTION: The Manager of Public Affairs is responsible for directing and implementing programs in government and agency relations, elections, and educational policy, and professional practices. This person is accountable to the Executive Director.

MINIMUM QUALIFICATIONS REQUIRED:
- Bachelor’s Degree
- Excellent oral, written, and interpersonal communications skills
- Knowledge of legislative and political processes
- Proficiency in basic computer technologies
- Ability to work in a team environment
- Willingness and ability to expand knowledge and skills in a rapidly changing environment
- Training and presentation skills
- A valid driver’s license, a satisfactory driving record and a reliable automobile for work-related travel

ADDITIONAL QUALIFICATIONS:
- Previous employment in a public school
- Experience lobbying
- Experience in an educational agency

RESPONSIBILITIES:
- Develop organizing strategies to assist Local Associations to effectively address political issues.
- Develop and deliver training to local Associations on organizing around political issues.
- Plan, in conjunction with the Executive Director, the Association’s lobbying efforts during the legislative sessions.
- Write short articles in draft form for the AEA publication.
- Serve as the AEA staff liaison to the Government Relations Committee (GRC), the Educational Policies and Practices Committee (EPPC), and the Arkansas Committee for Children and Public Education (ACCPE).
- Plan the AEA Government Relations Program and serve as a resource to UniServ Directors on political organizing.
- Meet with legislators and other agency personnel to reinforce or modify attitudes toward AEA objectives and proposals.
- Analyze and track the progress of bills during the legislative session and recommend a course of action relative to legislation.
- In conjunction with the Executive Director, coordinate the design and implementation of conferences, workshops, and training activities related to legislation and political action.
• Serve as a liaison with the NEA Government Relations Program and the NEA Fund.
• Plan the AEA Political Action Program, including recruitment activities at the local and state levels, the interviewing of candidates, and the process for recommending candidates.
• Plan and direct the instructional issues program for the association.
• Administer the Association-sponsored professional development activities including the annual professional development conference and the Educator-to-Educator Workshops.
• Coordinate and assist with the improvement of the student retired programs.
• Coordinate the activities of Arkansas delegates to the National Education Association Representative Assembly.
• Other duties assigned.