Job Announcement

MANAGER of ORGANIZING and FIELD SERVICES

About AEA

The Arkansas Education Association is a union of teachers and school support professionals working for the betterment of public education in Arkansas.

AEA is dedicated to advancing quality instruction and curriculum, adequate funding, and excellent working conditions for Arkansas education employees.

AEA is the state affiliate of the National Education Association with more than 3 million members. See our website at www.aeaonline.org

The position

The Manager of Organizing and Field Service reports to the AEA Executive Director and is a participant on the executive management team that provides association leadership and direction. The Manager manages, coaches, counsels and evaluates department staff.

This position is responsible for directing, designing, piloting and implementing organizing projects. The Manager provides training to UniServ Zones and staff in understanding the relationship between AEA and locals as it relates to the roles and responsibilities of staff and governance.

The Manager is a field service manager requiring time in the field with Uniserv Staff to direct, manage, coach, evaluate and develop their skills.

The Manager:

- Develops, plans and coordinate the Association's programs for membership and building effective locals.
- Assists Field Staff and Services in identifying local concerns and organizing opportunities.
- Ensures that Field Staff and Services are working with local AEA affiliates to develop membership growth and retention plans.
- Ensures Field Staff and Services are following and implementing AEA/NEA plans in their regions.
- Works with the management team to identify issues, patterns, and trends that can be used for mobilizing and organizing members.
- Assists with design and preparation for general, headquarters and regional staff meetings.
- Conducts group facilitation.
- Identifies staff needs for professional development of skills and competencies and provides such for staff development.
• Monitors and approves submission of leave, travel, expense reconciliation and other reports submitted by UniServ staff, in keeping with deadlines.
• Supports AEA Management Team as a member
• Participates in conferences, webinars, seminars and training.
• Participates and/or leads conference calls and electronic communication.
• Serves as Staff Liaison to AEA Committee(s) as assigned.
• Coordinates the annual UniServ Grant Application to NEA.
• Other duties as assigned by the Executive Director.

Qualifications, Knowledge, Skills, Abilities required

• At least three years demonstrated successful experience in union field services and organizing.
• Demonstrated experience, expertise and success in planning and implementing member organizing and mobilization campaigns and plans
• Demonstrated organizing and coordinating skills necessary to successfully complete group projects and activities.
• Demonstrated ability to design and implement complex plans to recruit and retain members and develop and sustain effective local associations.
• Relevant experience representing union members.
• Success in coaching, mentoring and evaluating direct reports.
• Excellent interpersonal and written communications skills.
• Demonstrated ability to lead groups of union staff.
• Minimum of a bachelor’s degree, master’s degree preferred.

Preferred Experience and Qualifications

• Experience in organizing and field service work.
• Successful experience as an organizer and recruiter.
• Experience managing unionized staff.

Other

• Must be able to obtain and maintain a drivers’ license and have a vehicle.
• Position is based out of AEA Headquarters in Little Rock, AR but requires travel 50-65% of the time throughout the state of Arkansas, with occasional travel outside of the state.

Salary and Fringe Benefits:
Salary is based upon the AEA Management Policy depending upon applicant’s experience and qualifications. The position also includes an excellent fringe benefits package. As a management position, the applicant will be an at-will employee.

**Application Procedure**

Email a cover letter and resume to AEA Executive Director, Tracey-Ann Nelson.

**AEA IS AN EQUAL OPPORTUNITY EMPLOYER**