**M 59-15-16**

**DATE OF POSTING**: August 3, 2016

**TERMINATION DATE FOR APPLICATIONS**: August 16, 2016

**POSITION**: **UniServ Specialist-Field Organizer – 6-AB**

 **Port Huron**

**COMPENSATION/BENEFITS**: Per MEDA Contract

**STAFF RELATIONSHIP**: Responsible to Cal Mott

Eastern Zone Field Services Director

**EMPLOYMENT DATE**: As soon as possible

**SEND APPLICATION AND RESUME TO**: **Human Resources Department**

 Michigan Education Association

 1350 Kendale Blvd., P.O. Box 2573

 East Lansing, MI 48826-2573

**GENERAL SCOPE OF RESPONSIBILITIES:**

The UniServ Specialist-Field Organizer will assist with new organizing campaigns, engage current members in organizing activities, assist UniServ Director’s with the monitoring and follow-up on membership dues collections, and assist with PAC campaigns.

These will include, but are not limited to:

* MEA member organizing, including new units, de-certifications, new members, OBUMS, and members not in good standing
* Member dues collection in conjunction with UniServ Director, Field Membership Assistant, and Field Assistant
* Political campaign support
* Advocate in Small Claims Court
* Assist locals with issue organizing

**ASSIGNED DUTIES:**

Plan and coordinate an evolving series of organizing campaigns;

Increase membership in an “open shop” environment;

Help locals build a strong internal organizing structure and culture;

Complete Power Mapping for local units and track on a regular basis;

Assist UniServ Director with development and coordination of MEA member engagement activities;

Assist UniServ Director with local and area PAC committees and campaigns;

**UniServ Specialist-Field Organizer**

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**ASSIGNED DUTIES *(continued):***

Work with UniServ Director, Field Membership Assistant and Field Assistant with local programs and support procedures to assure the collection of MEA member dues;

Assist locals with issue organizing;

Serve on staff committees in areas of assignment;

Perform specific duties in areas of assignment.

**MINIMUM REQUIREMENTS:**

Knowledge of creative campaign strategies and organizing approaches; campaign coordination experience;

Experience and demonstrated effectiveness in advocacy and issue organizing;

Ability to develop strategy around issues and to communicate those strategies effectively to staff, leaders and management;

Ability to build strong working relationships with people from a wide range of backgrounds;

General computer literacy and proficiency in Microsoft Office; and database skills;

Fluency in oral and written communication;

Ability to listen actively and frame issues;

Team building and group facilitation skills;

Independent project management skills; detail-oriented self-starter;

Willingness to work long hours and participate in union-wide activities;

Good driving record and valid driver’s license.

**PREFERRED REQUIRMENTS:**

Bachelor’s Degree preferred;

Association leadership of staff experienced preferred;

Experience incorporating digital and social media into campaigns preferred.