

DATE OF POSTING: August 31, 2016

TERMINATION DATE FOR APPLICATIONS: September 14, 2016

POSITION: **UniServ Specialist-Field Organizer – Regions 14-16
Petoskey**

COMPENSATION/BENEFITS: Per MEA-PSA/USO Contract

STAFF RELATIONSHIP: Responsible to Yvonne Williams
Northern 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;

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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.