

**DATE OF POSTING:** April 10, 2018

**TERMINATION DATE FOR APPLICATIONS:** April 17, 2018

**POSITION:** **ASSOCIATE EXECUTIVE DIRECTOR –  
FIELD SERVICES, ORGANIZING &  
MEMBERSHIP**

**COMPENSATION/BENEFITS:** Grade 11

**STAFF RELATIONSHIP:** Responsible to Mike Shoudy  
Executive 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

**RESPONSIBILITIES include, but are not limited to:**

Responsible for the day-to-day operations of the Field Services, Organizing and Member Relations departments.

Direct, supervise and evaluate the managerial, professional and associate staff in the departments.

Recruit and employ staff for the departments, subject to the approval of the MEA Executive Director.

Serve as an advisor to the MEA Executive Director in the administration and implementation of MEA programs.

Serve as a senior member of the MEA management team.

Responsible for effective control and efficient use of budgeted funds for the departments and making budgetary recommendations.

Responsible for the support and implementation of the programs and activities of the departments.

Coordinate support from the National Education Association for the development, implementation and funding of the departments.

Maintain an evaluation system for MEA programs and activities performed by the departments.

Report on the programs and activities of the departments to MEA governance.

Implement applicable policies of the MEA.

Other duties as assigned by the MEA Executive Director.

**MINIMUM QUALIFICATIONS:**

Demonstrated leadership skills and management abilities;

Demonstrated skills in planning, developing, organizing, and implementing programs;

Effective oral and written communications;

Demonstrated exceptional skills in human relations;

Knowledge of the structure and program objectives of MEA;

Experience in budget development and administration;

Strong problem-solving abilities;

Commitment to the labor movement; and

Demonstrated expertise and experience in collective bargaining, membership representation, member relations, organizing, political action, public relations, school finance, and unified membership structure and programs.

**PREFERRED EXPERIENCE:**

Five (5) or more years' employment as a UniServ Director or similar position.

Experience in managing employees.