

This is a reposting.

M 13-18-19

DATE OF POSTING: January 17, 2019

TERMINATION DATE FOR APPLICATIONS: January 23, 2019

POSITION: **EXECUTIVE DIRECTOR-FIELD ORGANIZER**

COMPENSATION/BENEFITS: Per MEDA Master Agreement

STAFF RELATIONSHIP: Responsible to Marcy Felegy
Associate 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

GENERAL SCOPE OF RESPONSIBILITIES:

The Executive Director-Field Organizer will assist with organizing campaigns, engage current members in organizing activities, assist Executive Directors and Local Option leaders with the monitoring and follow-up on membership dues collections, member recruitment and retention and assist with PAC campaigns.

These will include, but are not limited to:

- MEA member organizing, including new members, OBUMS, and members not in good standing
- Member dues collection in conjunction with Executive Director, Field Membership Assistant, Field Assistant and Local Option leaders/members
- Political campaign support
- Advocate in Small Claims Court
- Assist locals with building and implementing 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 and analyze membership data for local units and track on a regular basis.

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ASSIGNED DUTIES (continued):

Assist Executive Director and Local Option leaders with development and coordination of MEA member engagement activities.

Provide analysis and feedback of all ongoing membership engagement/organizing activities.

Assist Executive Director and Local Option leaders with local and area PAC committees and campaigns. Work with Executive Director, Field Membership Assistant, Field Assistant, and Local Option leaders/members 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.

Other duties as assigned.

MINIMUM REQUIREMENTS:

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

Experience and demonstrated effectiveness in advocacy and issue organizing.

At least one year, extensive experience as an organizer in the last five years, or demonstrated effectiveness in retaining/growing membership levels and organizational capacity within local associations.

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.

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MINIMUM REQUIREMENTS (continued):

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

Good driving record and valid driver's license.

PREFERRED REQUIREMENTS:

Bachelor's Degree.

Association leadership or staff experience.

Experience incorporating digital and social media into campaigns.

October 10, 2018