

MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

M 37-20-21

DATE OF POSTING: June 21, 2021

TERMINATION DATE FOR APPLICATIONS: June 28, 2021

POSITION: **ZONE DIRECTOR**
(specific territory to be determined)

COMPENSATION/BENEFITS: Grade 10

STAFF RELATIONSHIP: Responsible to Marcia Kamienecki
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

Zone Director responsibilities include, but are not limited to:

Managing staff and fiscal resources within the zone and/or department, including staff supervision, evaluation, deployment, coordination and support;

Screening, hiring and/or assist in the hiring of UniServ/department staff; providing for staff operations, professional development and coordination of UniServ/department staff;

Advancing diversity, equity and inclusion perspectives and initiatives as set by the Board;

Designing and implementing training programs for staff and local association leaders;

Implementing, through coordination of local association programs, the NEA-MEA programs and objectives;

Assisting in the development of strong, effective local MEA/NEA affiliates;

Assisting in establishing and maintaining effective relationships with leaders, members, and legislators within the assigned zone;

Providing supporting services to MEA Board of Director members, commissions and committees as assigned;

Zone Director
Page 2

Zone Director responsibilities include, but are not limited to (continued):

Administering the UniServ policy and guidelines in accordance with the NEA-MEA UniServ contract;

Administering the MEA budget for assigned zone/department in coordination with the Associate Executive Director;

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Five years experience as an MEA UniServ Director or equivalent with an educational union affiliate.

Bachelor's Degree or demonstrated relevant experience.

Demonstrated commitment to diversity, equity and inclusion.

Demonstrated exceptional leadership and management abilities.

Demonstrated exceptional problem-solving abilities.

Demonstrated exceptional skills in human relations.

Demonstrated exceptional skills in managing a complex work environment.

Demonstrated effective ability in oral and written communications.

Demonstrated expertise in collective bargaining, membership representation, political action, public relations, local association programs and operation, school finance, local-state-National Education Association structure and programs.