

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 38-22-23

DATE OF POSTING:	July 12, 2023
TERMINATION DATE FOR APPLICATIONS:	July 26, 2023
POSITION:	UNISERV ORGANIZATIONAL DEVELOPMENT SPECIALIST
COMPENSATION/BENEFITS:	Per MEA-PSA/USO Contract
STAFF RELATIONSHIP:	Responsible to Kim Edwards 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 517-337-5454 (fax) Jobpostings@mea.org

GENERAL SCOPE OF RESPONSIBILITIES:

The UniServ Organizational Development (OD) Specialist will assist local associations in identifying structural and operational needs, developing plans, including issue organizing campaigns and member engagement activities, to maximize capacity and effectiveness while providing support and feedback. Additionally, the UniServ OD Specialist will work to recruit members and return current members to good standing.

These will include, but are not limited to:

- Assessing barriers to local association organizational growth and developing plans for improvement
- Partnering with staff and local leadership groups to establish working relationships to effect change
- Coordinating and working membership blitzes
- Train and model effective organizing skills and techniques
- Knowledge of NEA and MEA resources for success
- Advocate in Small Claims Court

ASSIGNED DUTIES:

Assess the individual needs of locals with membership below ninety percent;
Help locals build a strong, sustainable internal organizing structure and culture;

Increase membership in an “open shop” environment;

Work directly with local leaders in all areas of assignment;
In conjunction with staff and leadership, develop an evolving series of organizing campaigns and purposeful member engagement activities;

Build and implement issue organizing campaigns where appropriate;

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

Process small claims court cases as needed;

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

Serve on staff committees in areas of assignment;

Perform specific duties in areas of assignment.

MINIMUM REQUIREMENTS:

Experience with leading creative organizing campaign strategies and organizing approaches;

Demonstrated effectiveness in advocacy and issue organizing;

Demonstrated high level of success in organizing, recruiting and retaining new members;

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;

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

Good driving record and valid driver's license.

PREFERRED REQUIREMENTS:

Bachelor's Degree preferred;

Experience incorporating digital and social media into campaigns preferred.