



## NOTICE OF VACANCY

M 47-22-23

<b>POSITION:</b>	<b>Zone Director – Southern Zone</b>	<b>LOCATION:</b>	Negotiable
<b>SCHEDULE:</b>	244 Work Days	<b>SALARY RANGE:</b>	\$118,000 - \$173,000 16 Paid Holidays and comprehensive benefits package
<b>POSTING DATE:</b>	August 17, 2023		
<b>DEADLINE:</b>	August 31, 2023		

### ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

### JOB DESCRIPTION

The Zone Director is a member of the senior management team who reports to the Executive Director of the Center for Leadership & Learning. The Zone Director supervises and supports all MEA staff and directs all MEA operations in field offices located in the Zone. The Zone Director is responsible for the allocation of resources that support local associations and leaders, organizing, promoting the election of MEA recommended candidates, and providing counsel to staff on membership issues related to advocacy, bargaining, and employment matters.

### QUALIFICATIONS

#### *Required Education/Experience*

- 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.

## **CANDIDATE PROFILE**

The Zone Director will possess the following qualities and characteristics:

- Inspirational
- Transformative
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity
- Respectful and inclusive in a diverse environment
- Problem solving skills
- Open-minded
- Good communicator
- Ethical
- Approachable
- Organized
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

## **RESPONSIBILITIES AND DUTIES**

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

Manage and direct resources to support membership and issue campaign organizing across the zone;

Manage and direct resources to support the election of MEA recommended candidates and advancement of Political Action Committee fundraising efforts;

Advise and counsel field staff on membership issues related to advocacy, bargaining, and employment matters;

Manage and direct offices and MEA operations within the zone; including promoting MEA priorities within the local associations;

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;

Focusing on the development and implementation of the MEA's organizing strategies and supporting systems that increase the capacity to achieve its mission;

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;

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.

January, 2023

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to [jobpostings@mea.org](mailto:jobpostings@mea.org). In addition, please include an employment application, which can be found on the MEA website at [www.mea.org](http://www.mea.org).