

**NOTICE OF VACANCY**

**This is a temporary position. The duration of this position will be June 1, 2024 through the ratification of successor bargaining agreements with all staff unions in MEA, MESSA, and MEA FS.**

 **M 22-23-24**

**POSITION:** **Temporary** **Collective Bargaining Facilitator LOCATION:** East Lansing, MI

**SCHEDULE:** 244 Work Days **SALARY RANGE:** 118,899-173,658

16 Paid Holidays and comprehensive benefits package

**POSTING DATE:** May 13, 2024 **DEADLINE:** May 24, 2024

**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 Collective Bargaining Facilitator is a temporary management position that reports to the Director of Business, Legal and Human Resources. This position is primarily responsible for staff bargaining at MEA, MESSA, and MEA Financial Services. The ability to create and maintain strong, effective working relationships is essential for this position. The successful candidate will possess a thorough knowledge of, and extensive experience with, collective bargaining.

**QUALIFICATIONS**

*Required Education/Experience*

* Minimum of five years working in a collective bargaining environment.
* Must reside in the State of Michigan.
* Experience building a supportive and inclusive workplace culture.
* Exceptional written and verbal communication skills.
* Possess a high degree of honesty, integrity and character.
* Ability to work effectively and cooperatively with various employee groups in a positive and supportive manner.
* Demonstrated ability to resolve problems and address complaints.
* Ability to maintain a high level of confidentiality.
* Possesses excellent follow-through, organizational skills and is able to multitask.
* Adaptive, flexible and responsive to challenges

*Preferred Education/Experience*

* Knowledge and experience in the use of appropriate technology applications.
* Knowledge of the structure of MEA, MESSA, and MEA Financial Services and the staff unions.
* Experience in costing budget proposals.
* Knowledge and understanding of the collective bargaining process, and applicable labor law, particularly the NLRA.

**CANDIDATE PROFILE**

The temporary Collective Bargaining Facilitator will possess the following qualities and characteristics:

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

**RESPONSIBILITIES AND DUTIES**

Facilitates successor contract negotiations at MEA, MESSA, and MEA Financial Services.

Serve as staff liaison for the MEA/MESSA/MEAFS 401(k) plan committee. This will include performing administrative functions.

Collaborate with the Senior Human Resources Manager pertaining to items that may impact bargaining.

Develops blueprint for bargaining with the management bargaining team(s).

Works closely with staff union leadership to create and maintain positive working relationships as part of the collective bargaining process.

Works with ancillary programs and services that directly impact employees.

Collaborates with the Staff Retirement Plan on those things that might impact bargaining.

Serves as a confidential resource for the Director of Business, Legal and Human Resources and the Executive Office.

Provides assistance to the Director of Business, Legal and Human Resources and the Executive Office, as needed.

Performs other duties as assigned.

May 10, 2024

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to 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).