

**NOTICE OF VACANCY**

 **M 34-23-24**

**POSITION:** **Executive Director- Field Organizer LOCATION:** Lake Orion

**Responsible to: Kevin Marvin, SALARY RANGE: Per MEDA Master**

**Eastern Zone Director Agreement**

**SCHEDULE:** 245 Work Days15 paid holidays and comprehensive benefits

 package

**POSTING DATE:** August 26, 2024 **DEADLINE:** September 05, 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 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 retentionand 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 implementingissue organizing

**QUALIFICATIONS**

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.

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.

**CANDIDATE PROFILE**

This candidate will possess the following qualities and characteristics:

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

**RESPONSIBILITIES AND 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.

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 leaderswith local and area PAC committees and campaigns.

Work with Executive Director, Field Membership Assistant, Field Assistant, and Local Optionleaders/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.

October 10, 2018

**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).