



## NOTICE OF VACANCY

**M 30-25-26**

<b>POSITION:</b> Director of Legal Services	<b>LOCATION:</b> East Lansing
<b>SCHEDULE:</b> 244 Work Days	<b>SALARY RANGE:</b> \$144,511 - \$200,586 paid holidays and comprehensive benefits package
<b>POSTING DATE:</b> March 24, 2026	<b>DEADLINE:</b> April 7, 2026

### **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 eight internal staff unions.

### **JOB DESCRIPTION**

Responsible for the management of all legal processing activities for the Unified Legal Services Program (ULSP), Dushane Legal Management System (DLMS), and administration of the Educators Employment Liability insurance (EEL). Reports directly to the Executive Director of Corporate Services and serves as supervisor for PSA staff in the Legal Services Department by prioritizing and assigning work, monitoring performance, conducting evaluations, and ensuring staff are trained and following procedures. Makes hiring, termination and disciplinary recommendations. Supports the Executive Director of Corporate Services in providing legal counsel to management, as assigned. Will work closely with the Director of Human Resources as part of collective bargaining, compliance, arbitrations, and other matters as assigned.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

## **MINIMUM QUALIFICATIONS**

Juris Doctor from an accredited college; admission to the Michigan State Bar.

Knowledge, Skills and Abilities:

- Minimum of five years of progressive work experience in the practice of law, preferably labor and employment law.
- Possess an understanding of the collective bargaining process with a minimum of five (5) years' experience negotiating collective bargaining agreements and processing grievances.
- Experience in managing employees or in a leadership position
- Must reside in the State of Michigan.
- Experience building a supportive and inclusive workplace culture.
- Demonstrated experience in 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 way.
- Demonstrated ability to resolve problems and address complaints.
- Ability to maintain a high level of confidentiality.
- Possess excellent follow-through, organizational skills, and is able to multitask.
- Adaptive, flexible and responsive to challenges
- Familiarity with the National Labor Relations Act and PERA
- Familiarity with laws and regulations related to discrimination and harassment.

*Preferred Education/Experience*

- Knowledge and experience in the use of appropriate technology applications.
- Knowledge of the structure of MEA
- Experience in company budgets.
- Certified labor relations professional or completion of labor leadership program.
- Demonstrated leadership and decision-making skills.
- Excellent oral and written communication skills.
- Ability to organize workflows in order to complete tasks efficiently, accurately, and on schedule.
- Excellent interpersonal skills, including conflict and change management.
- Knowledge of MEA Governance structure.
- Knowledge of the policies, regulations, procedures and services of the Association.
- Ability to manage procedures, projections, and workflows.
- Ability to manage multiple priorities efficiently and effectively.
- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from “customers”, regulatory agencies, or members of the educational community. Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CANDIDATE PROFILE**

The Director of Legal Services 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**

Oversees participation in NEA Unified Legal Services Program (ULSP) and Dushane Legal Management System (DLMS) programs for accurate reimbursement of legal expenses for employment-related cases and arbitrations. Understands and applies the funding requirements of the ULSP. Key contact person for NEA on ULSP matters.

Responsible for preparation of biennial audit of NEA legal programs; reviews ULSP reports and identifies cases approaching NEA-established thresholds for law firm billings and facilitates follow up with the Executive Director of Corporate Services and staff attorneys; responsible for/oversees the preparation of reports, compiling, and organizing information regarding legal cases and expenditure activities.

Assists the Executive Director of Corporate Services with providing legal advice to management, as assigned.

May serve as staff liaison for MEA Board of Reference, which includes consulting with hearing officers regarding preliminary motions and procedural matters; attending hearings; communicating impact of MEA governance documents and local association governance documents on specific charges; and providing procedural advice.

May serve as staff liaison for Article X hearings.

Provide training on Board of Reference procedures for members and staff.

May assist Human Resources in the arbitration process, which may include, but is not limited to, acting as counsel for the employer at arbitration, as assigned by the Executive Director of Corporate Services.

Serves on management bargaining teams, as assigned by the Executive Director of Corporate Services.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

Assigns arbitrations, fact findings and other work within the legal department.

Works closely with the Executive Director of Corporate Services and the Director of Human Resources.

Provides training to management as assigned.

March 24, 2026

**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 a cover letter and an employment application, which can be found on the MEA website at [www.mea.org](http://www.mea.org).