



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
www.ieanea.org

## VACANCY NOTICE

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100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.7383

**November 9, 2022**

**PLEASE POST**

### VACANCY

#### **ORGANIZER – CENTRAL/SOUTHERN AREA Central/Southern Area, Illinois**

**DEADLINE FOR INTERNAL APPLICATIONS:** December 12, 2022

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Internal Candidates should submit resume and application materials by using the following links: [Internal Applicants Apply Here](#) and [External Candidates Apply Here](#).

**INTERVIEWS:** Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the assigned Director of Advocacy and Organizing, Coordinating Director of Field Services, and Executive Director.

**POSITION DESCRIPTION:** Creates, expands and/or strengthens local IEA-NEA affiliates.

#### **RESPONSIBILITIES:**

1. Contacts and organizes non-member educational support professionals (ESPs), higher education faculty and staff, and/or Pre-K-12 teachers in Illinois educational institutions to develop new local affiliates, secure representation rights, and implement the policies and programs of the IEA-NEA.
2. Expands existing bargaining units by adding additional/all job titles to ESP units and/or certified units and creates where so determined mixed units comprised of both certified and ESP titles or “wall-to-wall” units comprised of all bargaining unit-eligible job titles in a school district or higher education institution.
3. Implements membership recruitment programs to increase membership levels and membership engagement in newly formed and existing locals.
4. Implements organizational development programs in newly affiliated locals to establish bylaws and local association programs, including the identification, recruitment, and development of emerging, diverse, and representative leaders.
5. Assesses organizational development needs in existing locals and assists in the strengthening of local association programs.
6. Assists in the development of bargaining programs, negotiations, preparation for Illinois Educational Labor Relations Board and National Labor Relations Board hearings, and the resolution of legal issues related to organizing campaigns.

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**Central/Southern Area, Illinois**

**RESPONSIBILITIES: (Continued)**

7. Plans actions that expose and address inequity in systems; collaborate purposefully with representative and diverse individuals and groups (e.g. diversity in terms of race, ethnicity, gender, sexual orientation, religion, ability, employment, job category, and other forms of identity); and work to create practices and support policies that give rise to equitable outcomes.
8. Initiates, plans, and conducts training programs for IEA-NEA members, leaders and staff.
9. Gathers, organizes and submits required data to IEA-NEA so that programs and policies can be implemented and maintained as needed.
10. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public. Engages, collaborates effectively, and builds strategic relationships with diverse people and groups (e.g., race, ethnicity, gender, sexual orientation, religion, ability, employment, job category, and other forms of identity).
11. Performs other appropriate duties as directed by assigned management staff.

**MINIMUM QUALIFICATIONS:**

- College degree or equivalent required.
- High degree of organizing skills and capability to deal effectively on interpersonal basis with members, potential members, leadership and IEA-NEA management and Board of Directors, of diverse backgrounds/experiences, are essential.
- Must have working knowledge of school and higher education systems and capability to effectively organize school employees.
- Should have capability to effectively assist school employees to organize for collective actions.
- Working knowledge of personal computers required.
- Valid driver's license required.

**SALARY AND BENEFITS:** In conformance with the IEA-NEA/IEASO Professional Staff Agreement.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.**