June 23, 2023

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

Please Post

CENTRAL & SOUTHERN DIRECTOR OF ADVOCACY AND ORGANIZING
Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: July 10, 2023

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: Internal Candidates Apply Here and External Candidates Apply Here.

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Field Services and Organizing and Executive Director. Supervises professional, administrative and associate staff in their assigned area.

POSITION DESCRIPTION: Coordinates the delivery of IEA-NEA programs through the UniServ Directors and supervises assigned staff. Designs, manages and coordinates the assigned programs and activities of the Field Services department and IEA-NEA programs.

RESPONSIBILITIES:

1. Recommends employment, assigns, supervises and directs all assigned staff.
2. Coordinates with assigned UniServ staff to provide organizing and advocacy support to locals and members.
3. Participates in developing and implementing programs, services and organizing priorities and actions provided by the Field Services Department.
4. Provides support and guidance to constituency groups and programs as assigned by the Director of Field Services and Organizing.
5. Coordinates strategies, tactics, and staff assignments in strikes/crisis situations.
6. Assures UniServ staff assistance is available to local association members when regularly assigned staff in their area are on leave or on assignment outside their regularly assigned UniServ region.
7. Demonstrates a commitment to diversity, equity, and inclusion and creates a culture of teamwork and belonging.
8. Demonstrates the ability to successfully deliver culturally responsive services and other actions to members, staff and the general public.
9. Displays the ability to engage effectively and build strategic relationships with diverse people and groups (e.g., race, ethnicity, gender identity and expression, orientation, religion, ranges of abilities, employment job category, and other forms of identity).
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Springfield, Illinois
(Continued)

RESPONSIBILITIES: (Continued)

10. Coordinates the implementation and delivery of IEA-NEA programs through diverse and representative (e.g., race, ethnicity, gender, sexual orientation, religions, ability, employment job category, and other forms of identity) teams through assigned UniServ staff with Region and local leaders.

11. Schedules regular meetings with staff and leaders when appropriate to ensure effective two way communication.

12. Evaluates the training needs of assigned staff and makes appropriate recommendations on fulfilling those identified needs.

13. Identifies and facilitates formal and informal professional development to ensure competency skills in racial and social justice.

14. Makes recommendations for developing the department budget and takes necessary action to operate within the approved IEA-NEA budget.

15. Acts as staff contact for assigned IEA-NEA Committees and Councils.

16. Demonstrates a high degree of cultural competency, interpersonal skills, and an understanding sensitivity to systemic and institutional racial and social bias issues. Interacts appropriately with staff, members, and the general public.

17. Performs other appropriate duties as directed by the Director of Field Services and Organizing and Executive Director.

MINIMUM QUALIFICATIONS:

1. Bachelor’s degree required.

2. Broad range of field experience in collective bargaining, strike management, mediation arbitration and contract maintenance.

3. Experience in supervision and evaluation of personnel.

4. Demonstrated capacity to speak and write with clarity and purpose.

5. Experience in the coordination of training sessions on a broad range of leadership issues.

6. An understanding of and experience in organizing and membership promotion.

7. A working knowledge of organizational development concepts and change strategies as well as the capacity to design and implement training programs for governance and staff regarding these concepts.

8. Working knowledge of personal computers required.

9. Valid driver’s license required.

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