

EXTERNAL NOTICE OF VACANCY

DATE OF POSTING: November 5, 2019

POSITION: Advocacy UniServ Specialist
(Tulsa Metro Team/Region)

POSITION AVAILABLE: January 1, 2020

SALARY: Commensurate with experience – as per negotiated agreement
(\$48,700 with zero creditable years of staff experience)

FRINGE BENEFITS: Liberal - as per negotiated agreement
(Fully paid insurance, retirement plan, vacation, and matching 401k)

RESPONSIBILITIES: See attached Job Description

QUALIFICATIONS: A. Experience as an Association leader and/or
employee with duties in several of the following areas:

1. Organizing/Collective Bargaining
2. Members Rights/Grievance Representation
3. School Finance/Budgeting
4. Program Development/Training Skills
5. Crisis Management
6. Membership Recruitment/Promotion
7. Coalition Building/Representation
8. Leadership Development

B. Abilities

1. Leadership, work successfully in a team environment and can demonstrate initiative, member representation, works well under pressure and meets deadlines.
2. Good verbal and written communications skills
(Presentation skills, written correspondence, and e-mail)
3. Work effectively with a wide variety of people.

C. Education - Bachelor's Degree

DESIRABLE ADDITIONAL QUALIFICATIONS: Master's Degree
Classroom Teaching Experience
NBCT Certification
Labor Relations Experience

APPLICATIONS: Persons applying should send a letter of interest accompanied by a complete resume and any other pertinent information to Melanie Engh, Paralegal/ Administrative Assistant for Legal & Corporate Services, Oklahoma Education Association, P.O. Box 18485, Oklahoma City, OK 73154, or via e-mail to mengh@okea.org.

Applications should be submitted **no later than December 3, 2019**

THE OEA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

OKLAHOMA EDUCATION ASSOCIATION

JOB DESCRIPTION

POSITION/TITLE: Advocacy UniServ Specialist

PROGRAM AREA: Center for Advocacy

CLASSIFICATION: Professional

*SUPERVISOR/MANAGER: General Counsel

*All staff work under the direction of the Executive Director and/or designee.

1. Promote state and national programs in assigned program area and geographic region. Work under the general direction of the Executive Director and the immediate direction of the assigned Associate Executive Director to provide local units and individual members with the services of the Association.
2. Assist local leaders with the development, implementation, and evaluation of local association programs; provide training, consultation and resource services to members and locals in:
 - a. Collective bargaining
 - b. Contract design
 - c. Grievance processing
 - d. Membership promotion and recruitment
 - e. Member Rights
 - f. Employment-related problems.
3. Assist in the coordination of local programs with state and national association programs.
4. Attend OEA staff meetings and training sessions.
5. Visit local associations on a routine basis.
6. Distribute OEA and NEA literature and materials, as needed.
7. Develop activities to accomplish the goals and objectives of the Association with the other staff of the Center for Advocacy.
8. Coordinate activities with the assigned geographic team to accomplish the goals and objectives of the Association generally and the Center for Advocacy specifically.
9. Work cooperatively with all staff to accomplish the goals and objectives of the Association.
10. Serve as the staff consultant to Association committees as assigned.
11. Establish and maintain relationships with staff at state agencies to secure access to information and provide expertise to achieve OEA goals.
12. Provide research and school finance expertise as assigned.
13. Perform other duties as assigned.