

NOTICE OF VACANCY

- DATE OF POSTING:** August 24, 2018
- POSITION:** Legislative & Political Organizing UniServ Specialist
(NE and Tulsa Metro Regions; NE Team; Based in Tulsa)
- DEADLINE TO APPLY:** Applications will be accepted until the position is filled
- START DATE:** Immediate
- SALARY:** As per negotiated agreement
- FRINGE BENEFITS:** Excellent – as per negotiated agreement
- RESPONSIBILITIES:** See attached Job Description
- QUALIFICATIONS:**
- A. Experience as an employee or Association leader with duties in several of the following areas:
 - 1. Legislative Advocacy, Bill Drafting, or Lobbying
 - 2. Community or Political Organizing
 - 3. Public Relations or Communications
 - 4. Crisis Management
 - 5. Monitoring State Agencies
 - 6. Coalition Building and Representation
 - B. Abilities
 - 1. Leadership
 - 2. Work successfully in a team environment and demonstrate initiative
 - 3. Excellent oral and written communications skills
 - 4. Work well under pressure and meet deadlines
 - 5. Establish and maintain good rapport with Association leaders
 - C. Education
 - 1. BS Degree or equivalent
- ADDITIONAL DESIRABLE QUALIFICATIONS:** Master's Degree
Public Education 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 e-mail to mengh@okea.org.

OKLAHOMA EDUCATION ASSOCIATION
JOB DESCRIPTION

POSITION/TITLE: Legislative and Political Organizing UniServ Specialist

PROGRAM AREA: Center for Legislative and Political Organizing

CLASSIFICATION: Professional

*SUPERVISOR/MANAGER: Associate Executive Director

*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. Identifying support for OEA's legislative issues
 - b. Organizing member participation in political activities
 - c. Membership promotion and recruitment
 - d. Organizing to expand the political contributions by members
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 Legislative and Political Organizing.
8. Coordinate activities with the assigned geographic team to accomplish the goals and objectives of the Association generally and the Center for Legislative and Political Organizing 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 and the state legislature to secure access to information and provide expertise to achieve OEA goals.
12. Serve as the Association expert on school finance, including taxation, revenue and expenditures.
13. Develop a political organizing database.
14. Organize and train the OEA State Legislative Contacts and national Congressional Contacts.
15. Perform other duties as assigned.