

## EXTERNAL NOTICE OF VACANCY

- DATE OF POSTING:** June 17, 2020
- POSITION:** UniServ Organizing Specialist  
(Oklahoma City Metro Team/Region)
- POSITION AVAILABLE:** Immediate
- SALARY:** Commensurate with experience - as per the negotiated agreement  
(\$48,700 with zero creditable years of staff experience)
- FRINGE BENEFITS:** Liberal - as per the negotiated agreement  
(Fully paid insurance, DB retirement plan, vacation, and matching 401K Plan)
- RESPONSIBILITIES:** See attached Job Description
- QUALIFICATIONS:**
- A. *Experience* - Experience as an Association leader and/or employee with duties in several of the following areas:
1. Issue Organizing
  2. Member and Nonmember Contact and Engagement
  3. Community Organizing
  4. Membership Promotion and Recruitment
  5. Local Association Contact and Engagement
- B. *Abilities* -
1. Leadership, work successfully in a team environment, can demonstrate initiative and organizing skills, works well under pressure and meets deadlines.
  2. Good oral and written communications skills.
  3. Work effectively with a wide variety of people.
- C. *Education* - Bachelor's Degree or equivalent
- DESIRABLE ADDITIONAL QUALIFICATIONS:** Master's Degree  
Classroom teaching experience  
National Board Certification
- APPLICATIONS:** Persons applying should send a letter of interest accompanied by a complete resume and any other pertinent information to Melanie Engh, Administrative Assistant/Paralegal for Legal & Corporate Services, Oklahoma Education Association, P.O. Box 18485, Oklahoma City, OK 73154, or via e-mail to [mengh@okea.org](mailto:mengh@okea.org).
- Applications must be received no later than July 3, 2020**

***THE OEA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER***

**OKLAHOMA EDUCATION ASSOCIATION  
JOB DESCRIPTION**

POSITION/TITLE: UniServ Organizing Specialist  
PROGRAM AREA: Center for Field Services  
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:
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. Promote OEA and NEA goals.
8. Coordinate activities with the assigned geographic team to accomplish the goals and objectives of the Association generally.
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. Perform other duties as assigned.