

EXTERNAL NOTICE OF VACANCY

NEA Aspiring Educator/Early Career Organizer Grant Position

- DATE OF POSTING:** October 3, 2022
- POSITION:** Aspiring Educator/Early Career UniServ Organizing Specialist
**(Remaining period of 2-year NEA Grant Funding for Position
NEA Grant currently for 2022-23 and 2023-24)**
- POSITION AVAILABLE:** Immediate
- SALARY:** Commensurate with experience as per negotiated agreement
(\$49,750 with zero years of creditable staff experience)
- FRINGE BENEFITS:** Liberal - as per negotiated agreement
(Employer fully paid health insurance, Employer paid defined benefit pension,
paid vacation leave and liberal holidays, 401K Plan with employer match)
- 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. Instruction Issues
 2. Professional Development
 3. Certification and Licensure
 4. Membership Promotion and Recruitment
 5. Instructional Technology
 6. Parental Involvement
- B. *Abilities* -
1. Leadership, work successfully and 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
- DESIRABLE ADDITIONAL
QUALIFICATIONS:** Classroom teaching experience
Worked with and/or mentored early career educators
Master's Degree
- APPLICATIONS:** Persons applying should send a letter of interest accompanied by a complete
resume and any other pertinent information to Melanie Engh, Paralegal and
Administrative Assistant for Legal & Corporate Services, Oklahoma Education
Association, P.O. Box 18485, Oklahoma City, OK 73154 or e-mail her at
mengh@okea.org.
- Applications will be received until position is filled.

THE OEA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

OKLAHOMA EDUCATION ASSOCIATION
JOB DESCRIPTION

POSITION/TITLE: Aspiring Educator/Early Career UniServ Organizing Specialist

PROGRAM AREA: Center for Field Operations/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 student advisors with the development, implementation, and evaluation of local student chapters; provide training, consultation and resource services to student members and locals in:
 - a. Instruction Issues
 - b. Professional Development
 - c. Certification and Licensure
 - d. Membership Promotion and Recruitment
 - e. Instructional Technology
 - f. Parental Involvement
3. Assist in the coordination of student programs with state and national association programs.
4. Build positive relationships with student advisors across the state; attend the Dean's meeting; and recruit and increase student membership.
5. Plan, coordinate, train, and lead in the development of the fall and spring conferences and the OAEA Outreach to Teach program.
6. Attend OEA staff meetings and training sessions.
7. Visit local student chapters on a routine basis.
8. Distribute OAEA, OEA, and NEA literature and materials, as needed.
9. Develop activities to accomplish the goals and objectives of the Association with the other staff of the Center for Field Operations/Organizing.
10. Coordinate activities with the geographic teams to accomplish the goals and objectives of the Association generally and the Center for Field Operations/Organizing specifically.
11. Work cooperatively with all staff to accomplish the goals and objectives of the Association.
12. Serve as the staff consultant to Association committees as assigned.

13. Establish and maintain relationships with staff at state agencies to secure access to information and provide expertise to achieve OEA goals.
14. Connect early career educators to aspiring educators.
15. Perform other duties as assigned.