NOTICE OF VACANCY

OKLAHOMA RETIRED EDUCATORS ASSOCIATION

DATE OF POSTING: May 26, 2026

POSITION: Executive Director

POSITION AVAILABLE: September 1, 2026

SALARY: Commensurate with experience

QUALIFICATIONS:

A. *Experience* – Association and/or related management experience in several of the following areas:

1. Legislative and Political Organizing
2. Bill Drafting/Lobbying Skills
3. Organizational Development/Training Skills
4. Public Relations/Communications
5. Monitoring and Agency Relations
6. Membership Recruitment & Field Activities
7. Financial Management
8. Coalition Building/Representation

B. *Abilities*

1. Strong leadership skills and ability to work successfully in a team environment.
2. Demonstrate initiative; work well under pressure and meet deadlines.
3. Good oral and effective written communications skills.
4. Work effectively with a wide variety of people.
5. Ability to manage multi-faceted programs and responsibilities
6. Work effectively with a variety of internal/external interests.

C. *Education* – Bachelor's Degree or equivalent

DESIRABLE ADDITIONAL QUALIFICATIONS:

Master's Degree
Classroom Teaching Experience
Legislative Lobbying and/or Political Action Experience

APPLICATIONS: Persons applying should send a letter of interest accompanied by a complete resume and any other pertinent information to

Paula Squires, President,
Oklahoma Retired Educators Association
24044 C.S. 2490
Carnegie, OK 73015

Application must be received no later than July 10, 2026.

THE OREA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER