**Jefferson County Teachers Association**

**External Posting**

 **UniServ Director/Political Liaison Vacancy Notice**

The Jefferson County Teachers Association is seeking applicants for a full-time UniServ Director/Political Liaison serving teachers represented by the Jefferson County Teachers Association. The office is located in Louisville, Kentucky. It is a certified unit.

The successful candidate will be a rapid learner who is adaptable to changing circumstances and competing priorities and has the ability to interact productively with diverse constituencies in a demanding and complicated environment.

The position requires superior verbal and interpersonal skills, a high standard of responsiveness to member needs, a commitment to teamwork, and demonstrated problem solving abilities. Willingness to work nights and weekends and the ability to travel are essential. Knowledge of and an understanding of local and state politics and labor unions are important.

***Description of position****:* The UniServ Director/Political Liaison will assist the local affiliate and JCTA members in organizational and program development through visitation, diagnosis and planning of programs designed to implement the goals of the organization, strengthen and improve the welfare of members and enhance the educational climate. The UniServ Director/Political Liaison will work to further the goals of the association through political action.

***General Duties and Responsibilities***

* Work with member leaders and take initiative to increase membership and organize new and existing employee groups
* Represent members in dispute resolution and other employment related concerns
* Support and assist the elected leaders and representatives of the unit in carrying out the full range of their responsibilities
* Work directly with JCTA and its political action committee in the development and implementation of political action plans
* Work with other labor unions and coalition partners in the development and implementation of political action plans; attend all meetings as directed
* Design and implement training programs
* Attend meetings of the local and state Association as appropriate
* Submit reports (vouchers, activity reports, etc.) in a timely fashion
* Willingness and ability to work evenings and weekends
* Perform other duties as may be assigned

***Required Qualifications***

* Bachelor’s degree minimum, advanced degree desired
* Strong advocacy skills
* Demonstrated experience in political and legislative action
* Demonstrated experience in at least two of the following: organizing, membership promotion and development, negotiating, grievance processing, instructional advocacy or communications
* High degree of interpersonal skills to work with all JCTA members, JCTA leaders, members and leaders of labor unions, and legislators and their staff
* Highly motivated, high energy, self-starter
* Strong personal communication skills – verbal and written. Must be an excellent listener
* Ability to work well with a team of other staff and leaders and the ability to develop exceptional, productive working relationships with members and colleagues inside and outside the office
* Appropriate technological skills including familiarity with computers, internet and a willingness to learn new technology; database familiarity will be a plus
* Strong professional and personal characteristics including dependability, flexibility, solid work ethic, ability to plan and manage one’s time effectively and ability to work well with diverse individuals and interests
* Skilled in conflict management and consensus building
* Skilled in project management, assessment, and evaluation
* Work experience in public schools, the Association, labor organizations or policy making bodies
* Ability and willingness to travel extensively both in state and outside the state by various conveyances including driving a car. Posses a Kentucky driver’s license or the ability to obtain one.
* Ability to stoop, bend, reach, and carry light materials

**Salary**: Salary and benefits are determined by the staff contract negotiated between the JCTA Board of Directors and Staff Organization. The staff salary schedule is based on training, experience, and job responsibilities.

**How to apply**: Qualified candidates should submit a letter of interest describing their experience in the areas listed in the job description, a resume, two letters of reference and the names and contact information of three additional references to:

**DeeAnn Flaherty, Executive Director – Jefferson County Teachers Association**

**1941 Bishop Lane, Suite 300**

**Louisville, KY 40218**

**DeeAnn.Flaherty@jcta.org**

**Deadline for Applications**: **Wednesday, February 18 2015**

**Starting date: TBD**