

Nevada State Education Association

Announcement of Vacancy for UniServ Director

Date of Posting: May 12, 2021

Closing Date: May 28, 2021

UniServ Director, Nevada State Education Association

Unit Description:

This position is with the Nevada State Education Association and is based in Reno, Nevada, working with rural affiliates in northern and eastern Nevada. The locals served are in Elko, Eureka, White Pine, Lander, Humboldt, Churchill, Esmeralda, and Lincoln Counties. There is an NSEA office in Reno, NV.

Required Qualifications/Attributes:

- Strong advocacy skills
- Organizing (membership and political action) experience
- High degree of interpersonal skills to work with Education Support Professionals and Educators.
- Highly-motivated self-starter
- Strong communications skills – verbal and written. Must be an excellent listener.
- Appropriate technological skills including basic familiarity with computers and a willingness to learn new technology
- 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
- Experience in the following areas of Association work:
 - » Collective bargaining
 - » Membership recruitment (this is a high priority for this position)
 - » Contract administration
 - » Issue and community organizing
 - » Political Action recruitment
 - » Conflict Management and Consensus Building
- Good training skills
- Work the necessary hours and schedule to meet member needs
- Ability to travel and spend nights on the road in Eastern Nevada

Additional Desired Qualifications, but not required:

- Experience working in a school setting
- Previous staff and/or leadership experience
- Crisis management experience

- Office and budget management skills
- Knowledge of current public education issues including school finance
- Bachelor's Degree

General Job Responsibilities:

- Work with member leaders and take initiative to increase membership and organize new employee groups
- Represent members in dispute resolution, grievance processing and arbitration
- Provide assistance in development and delivery of programs and services to members
- Support and assist the elected leaders and representatives of the unit in carrying out the full range of their responsibilities

Salary and Fringe Benefits per the NSO-Nevada-NSEA bargaining agreement.

Application Procedure:

Applications will be accepted through **Friday, May 28, 2021**. A letter of interest, resume and the NSEA employment application (available on the NSEA website at www.nsea-nv.org) should be sent to:

Nevada State Education Association
Lisa Toth, Director of Operations
3511 E. Harmon Avenue
Las Vegas, NV 89121
Lisa.toth@nsea-nv.org
702-733-7330 ext. 5026

Nevada State Education Association is an Equal Opportunity Employer. Ethnic minorities and women are encouraged to apply.