



**Nevada State Education Association
Announcement of Vacancy for Operations Manager, Education Support
Employees Association**

Based in Las Vegas, Nevada

Date of External Posting: March 7, 2023

Closing Date: Tuesday, March 28, 2023

Title: Operations Manager, ESEA

Background

Education Support Employees Association (ESEA) and the Nevada State Education Association (NSEA) are seeking qualified applicants for the position of **Operations Manager**. ESEA represents over 9,000 bargaining unit members who are employed as Education Support Professionals in the Clark County school district. NSEA serves as the statewide affiliate of the National Education Association, representing over 30 local affiliates throughout the state of Nevada.

Position Overview

The position will be appointed by mutual agreement of the Executive Director of NSEA and the Executive Board of ESEA. With respect to day-to-day activities, responsibilities, and workload, the Operations Manager will report directly to the ESEA Executive Board. Under the supervision of the NSEA Executive Director, the ESEA Operations Manager may direct day-to-day operations of NSEA UniServ Directors.

Roles and Responsibilities

- Under the supervision of the NSEA Executive Director, the ESEA Operations Manager may direct day-to-day operations of NSEA UniServ Directors.
- Provide advice and regularly communicate the needs of ESEA to the NSEA Executive Director regarding the staff who are under the direct supervision of the NSEA Executive Director; including, but not limited to: the Controller, the ESEA-assigned Program Assistant, and the Front Desk Coordinator.
- Meet regularly with the NSEA Executive Director/ESEA Executive Director, to communicate the needs of ESEA and provide updates on issues related to ESEA.
- Work in partnership with the ESEA President and the ESEA Executive Board.
- Assist the ESEA Executive Board in understanding its policy development responsibilities.
- Keep abreast of professional and educational trends.
- Maintain good working relationships with elected officials, NSEA, the National Education Association, and other unions and community groups.
- Serve as a temporary UniServ Director as required.

Required Qualifications

The successful candidate must exhibit verifiable past management experience and shall meet the following requirements:

- At least five years of experience with labor unions, which may include either staff or union governance experience.
- A combination of education and/or experience which has provided the candidate with a background in public policy, labor advocacy, and business administration.
- At least two years of experience with internal organizing within labor unions.

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3511 E HARMON AVE
LAS VEGAS, NEVADA 89121
702-773-7330

1890 DONALD STREET
RENO, NEVADA 89502
775-828-6732

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- A demonstrated ability to develop and implement training for union members and leaders.
- A demonstrated ability to provide day-to-day supervision of unionized staff in compliance with state and federal law, as well as human resources policies.
- A demonstrated ability to coordinate communications between local affiliates and statewide unions.
- Strong oral and written communication skills.
- Ability to travel as needed.
- Ability to work long, irregular hours and weekends.
- Ability to exercise excellent judgement while working under pressure.

Preferred Qualifications

- Ability to read and write Spanish.
- Supervisory experience.

Compensation Package

Salary is highly competitive and commensurate with experience, annual salary between \$60,000 and \$80,000. Additional benefits include health insurance, retirement benefits, vacation, and sick leave.

To Apply

To be considered for the position, please provide the following:

- A current resume reflecting the required qualifications for this position.
- A letter of application which specifically addresses how accomplishments in your career have prepared you to meet the challenges and opportunities presented in this position.

Application Procedure:

- Applications will be accepted and reviewed on a rolling basis through Tuesday, March 28, 2023. **A letter of application, resume and a completed application (which is located at www.nsea-nv.org) should be sent to:**

Lisa Toth, Director of Operations
Nevada State Education Association
3511 E. Harmon Avenue
Las Vegas, NV 89121
Lisa.toth@nsea-nv.org
702-733-7330 ext. 5026
702-733-6004 (fax)

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