

**Nevada State Education Association  
Announcement of Vacancy for UniServ Director  
Job Posting – Two (2) available positions**

**Date of Posting:** March 12, 2025

**Closing Date:** Applications are considered on a rolling basis; early applications will receive priority consideration

**UniServ Director, Nevada State Education Association**

**Unit Description:**

These positions with the Nevada State Education Association work with rural affiliates. This position will be housed in our Reno office and will work with locals in and around Washoe County and other counties in northwestern Nevada.

**Required Qualifications/Attributes:**

- Strong advocacy skills
- Organizing (membership and political action) experience
- High degree of interpersonal skills to work with certified and classified members
- 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

**Additional Desired Qualifications, but not required:**

- Bilingual
- Bachelor's Degree
- 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

### **General Job Responsibilities:**

- Work with member leaders and take initiative to increase membership and organize new employee groups
- Support member leaders in collective bargaining
- Represent members in dispute resolution, grievance processing and arbitration
- Provide assistance in the 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
- Work with locals in development and implementation of political action plans.
- Attend meetings of the locals, other union bodies and the state association, as appropriate.

**Salary and Fringe Benefits per the NSO-Nevada-NSEA bargaining agreement range \$65,000 - \$132,696 based on experience and qualifications.**

### **Application Procedure:**

Applications will be accepted on a rolling basis; early applications will receive priority consideration.

**A letter of interest, resume and a list of professional references** 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](mailto:lisa.toth@nsea-nv.org)  
702-733-7330  
702-733-6004 - fax

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