



## Illinois Education Association-NEA

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July 21, 2010

**PLEASE RE-POST**

**V A C A N C Y**  
**ILLINOIS EDUCATION ASSOCIATION-NEA**  
**AREA COORDINATOR FOR FIELD SERVICES**  
**Lombard, Illinois**

**DEADLINE FOR APPLICATIONS:** August 9, 2010

**DATE OF EMPLOYMENT:** To Be Determined

**APPLICATIONS:** Submit applications to the Personnel Department, Illinois Education Association-NEA, 100 E. Edwards, Springfield, IL 62704 or [debbie.knox@ieanea.org](mailto:debbie.knox@ieanea.org).

**STAFF RELATIONSHIPS:** Responsible to the Director of Field Services.

**RESPONSIBILITIES:**

1. Recommends employment, assigns, supervises and directs all assigned staff.
2. Coordinates with assigned UniServ staff to provide direct service to locals and members.
3. Participates in the development of programs provided by the Field Services Department.
4. Solicits UniServ staff input into the IEA-NEA legislative program and transmits that input to the Government Relations Department.
5. Supervises and directs assigned temporary and/or part-time organizing staff.
6. Coordinates strategies, tactics, and assignment of staff in strikes/crisis situations.
7. Assures that UniServ staff assistance is available to local association members when regularly assigned staff in his/her area are on leave or on assignment outside their regularly assigned UniServ region.
8. Coordinates the implementation and delivery of IEA-NEA programs with and through assigned UniServ staff with Region and local leaders.
9. Schedules regular meetings with staff and region leaders to assure that goals and objectives are being met.
10. Evaluates the training needs of assigned staff and makes appropriate recommendations on fulfilling those identified needs.
11. Makes recommendations for the development of the department budget and takes necessary corrective action required to operate within the approved IEA-NEA budget.

## **V A C A N C Y**

### **AREA COORDINATOR FOR FIELD SERVICES Lombard, Illinois (Continued)**

#### **RESPONSIBILITIES:**

12. Acts as staff contact for assigned IEA-NEA Committees.
13. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
14. Performs other appropriate duties as directed by assigned management staff.

#### **MINIMUM QUALIFICATIONS**

1. Broad range of field experience in collective bargaining, strike management, mediation, arbitration and contract maintenance.
2. Experience in supervision and evaluation of personnel.
3. Demonstrated capacity to speak and write with clarity and purpose.
4. Experience in the coordination of training sessions on a broad range of leadership issues.
5. An understanding of and experience in organizing and membership promotion.
6. A working knowledge of organizational development concepts and change strategies as well as the capacity to design and implement training programs for governance and staff regarding these concepts.
7. Working knowledge of personal computers required.
8. Valid driver's license required.

#### **AN EQUAL OPPORTUNITY EMPLOYER**