



Illinois Education Association-NEA

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July 30, 2010

PLEASE POST

V A C A N C Y
ILLINOIS EDUCATION ASSOCIATION-NEA

DIRECTOR OF FIELD SERVICES
Springfield, Illinois

DEADLINE FOR APPLICATIONS: August 31, 2010

DATE OF EMPLOYMENT: No later than January 3, 2011

APPLICATIONS: Submit applications to the Personnel Department, Illinois Education Association-NEA, 100 E. Edwards, Springfield, IL 62704.

INTERVIEWS: Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

STAFF RELATIONSHIPS: Responsible to the Executive Director.

RESPONSIBILITIES:

1. Recommends employment, assigns, supervises and directs all assigned staff.
2. Directs UniServ and other assigned staff so that they give direct assistance to locals and individual members in all areas of IEA-NEA which may include but is not limited to negotiations, grievance processing, political action, representation elections, membership promotion, public relations, educational policy and teaching and learning issues.
3. Offers technical assistance to UniServ staff in all above areas.
4. Directs and coordinates all field service activities performed by the UniServ staff.
5. Directs, coordinates and evaluates all organizing activity.
6. Develops overall strategy and tactics related to collective bargaining in the state.
7. Directs crisis assistance for UniServ staff and affected locals.

V A C A N C Y

DIRECTOR OF FIELD SERVICES (Continued)

RESPONSIBILITIES:

8. Coordinates approved IEA-NEA programs for UniServ staff, region representatives and local leaders.
9. Screens and interviews all applicants for UniServ Readiness Pool.
10. Directs IEA-NEA Field Services Intern Program.
11. Coordinates and implements IEA-NEA policy pertaining to and affecting Region Offices.
12. Acts as staff contact for assigned IEA-NEA Committees.
13. Makes recommendations for the development of the department budget and takes necessary corrective action required to operate within the approved IEA-NEA budget.
14. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
15. Performs other appropriate duties as directed by the Executive Director.

MINIMUM QUALIFICATIONS:

1. Knowledge of or documented experience working with public education issues, political action and/or collective bargaining.
2. Preference will be given to applicants with advanced degrees.
3. Previous managerial experience required.
4. A high degree of interpersonal skills, excellent communication skills and the capacity to interact effectively on an interpersonal basis with members, IEA-NEA leadership and staff.
5. Valid driver's license required.

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R