



Montgomery County Education Association  
**UniServ Director/Internal Organizer**  
**Based in Rockville, MD**

**PROGRAM AREA:** Field Operations  
**POSITION TITLE:** UniServ Director  
**BARGAINING UNIT:** Professional Staff Organization  
**REPORTS TO:** Manager, Member Organizing  
**STARTING SALARY:** \$82,692.96

The Montgomery County Education Association is seeking applicants for UniServ Director (UD). A major role of the UD is to embrace the work of organizing in order to develop strong leaders who advocate for themselves, their students, and for public education. The UD recruits and supports members to help lead our union and profession through strategic campaigns that address the challenges facing educators, students, and public education. The UD will be visible on a daily basis within their assigned turf to support and organize members and participate in a variety of meetings and trainings that impact public education and the mission of MCEA. Using organizing tactics and data to make decisions that empower members and strengthen leadership, the UD will ensure membership has relevant and pertinent information, and that member leader skills are enhanced to enable them to build power in their worksites and across the County.

MCEA represents 14,000+ professional educators in the Montgomery County Public Schools system in suburban Washington D.C. MCEA is one of the 15 largest local educator unions in the nation and is an affiliate of the National Education Association. We are committed to educational excellence and social justice, and believe that the future well-being of our members depends on the success of our schools. For more information, go to [www.mceanea.org](http://www.mceanea.org).

### **Position Description**

MCEA's Field Staff Team is responsible for strengthening the structure of the union program by identifying, recruiting, training, mentoring and motivating building leaders; there is a strong focus on building power within the union through developed organizing plans helping members engage in collective action around issues to improve schools and public education; and to improve school culture/climate and the functioning of joint decision-making on teaching and learning issues, through school leadership teams.

### **Desirable Qualifications and Skills**

- Successful experience in relational organizing and the use of one-on-one relational meetings
- Commitment to working as part of an organizing team focused on leadership identification, coaching, member engagement, and building level organizing
- Strong coaching, training and interpersonal skills
- Highly self-motivated, with demonstrated ability to exercise independent judgment and initiative
- Skilled at developing and implementing organizing plans
- Knowledge of current issues in public education and teacher unionism
- Proficiency in verbal and written communications, and with online tools (ex. VAN, Outlook, Microsoft Office and Sharepoint, etc.)
- Experience in member representation managing grievances and meeting with management.



## **Responsibilities**

- **Leadership Development:** Develop and maintain effective building action teams through the recruitment, training, and support of building leaders and other union leaders. Regular one-on-one contact with leaders will be required. Support leaders in various program work as part of MCEA's commitment to social justice and professional unionism.
- **Recruitment:** Working with building representatives and recruiting new members to participate in union activities and political campaigns. Regular one-on-one contact with members will be required.
- **Communication:** Maintain regular and effective communication with workers in assigned buildings through personal visits, flyers, phone calls, emails, bulletin board postings, and meetings. Respond to telephone messages in a timely manner.
- **Representation:** Interpret negotiated agreements and other relevant laws, codes, regulations, policies, and practices and assist union members in understanding their rights. Provide assertive and prepared advocacy, handle grievances, appeals, requests for hearings, and other formal personnel matters on behalf of union members. Handle preparation of hearings, including investigation and preparation of witnesses and exhibits. Assist union members in achieving informal resolutions of work-related problems.
- **Collective Bargaining:** Conduct bargaining surveys, salary surveys, and other research activities to strengthen the negotiating position of the bargaining unit.
- **Issue Campaigns:** Participate in the development and implementation of effective strategies and coordinated activities to elevate educator voice. Identify significant worksite and/or departmental issues and develop strategies and tactics to effectively address them, including petitions, group grievances, work actions, etc.
- **Legislative and Electoral Campaigns:** Participate in and recruit members to participate in legislative and electoral campaign activities, including lobbying, phone banking, letter-writing, door-to-door canvassing, and other activities.

## **REQUIREMENTS**

- Salaried position; requires nonstandard work hours and/or weekend and holiday work.
- Travel is required, primarily within Montgomery County.
- Must possess a valid driver's license, must have auto insurance that covers business driving, and must possess an automobile for business use.

## **COMPENSATION**

The salary for this position is governed by a collective bargaining agreement. MCEA also provides a comprehensive benefits package including medical, dental, vision and prescription drug coverage, retirement savings plan, and long-term disability insurance.

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

- Work is performed in a variety of settings – in schools, school district offices, a typical office work environment.
- This position requires frequent driving throughout the county to various locations.
- Must be able to occasionally remain in a stationary position up to 50% of the time.



- The person in this position needs to regularly move about inside the office and other locations.
- Constantly operates a computer, cell phone, and office productivity machinery, such as a copy machine and computer printer.
- Frequently moves equipment & supplies weighing up to 25 pounds for various meeting and event needs.

### **EQUAL OPPORTUNITY EMPLOYER**

*MCEA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

### **APPLICATION PROCESS**

Qualified applicants should send a cover letter, résumé, and two relevant writing samples to Lindsay Barrett, c/o Sonya-Addison Dove at: [sadove@mceanea.org](mailto:sadove@mceanea.org) **Subject:** UniServ Director