

**July 19, 2024**

## **INTERNAL/EXTERNAL POSTING**

**Job Title:** UniServ Director  
**Location:** Southcentral Wisconsin  
**Classification:** Professional Staff, Category III

The Wisconsin Education Association Council (WEAC) is seeking applicants for the position of full-time UniServ Director. Minorities and females are encouraged to apply.

### **Service Area**

The Southcentral service area represents more than 4,000 public school employees in southcentral Wisconsin. The area is made up of 60 units (teacher and ESP). The UniServ Director will work hand-in-hand with the Organizing Directors, other UniServ Directors and members to advocate for students, the education profession and communities.

### **Job Duties**

Assist member locals in matters of:

- Organizing
  - Coordinate organizing campaigns for all assigned UniServ Locals.
  - Membership campaigns.
  - Develop action plans for successful recertification elections and campaigns.
  - Organize and coordinate sustainable relationships with school districts and the community.
  - Analysis of school board members and develop election plans for support or defeat of local school board members.
  - Program development and internal membership promotion to increase member involvement.
  - Organize non-members and develop viable local affiliates.
  - Develop strong affiliates.
  - Advocate for appropriate funding of public schools.
- Negotiations and professional rights and responsibilities, including grievances
  - Develop Professional rights and responsibilities committees in member locals.
  - Provide counsel, advice, and representation to individuals in member locals.
  - Represent individuals in job-related termination or nonrenewal conferences and unemployment compensation hearings.
  - Assist members on plans of improvement.
- Leadership Development
  - Develop new leaders at the local and UniServ council level.
  - Develop training and meeting opportunities for local leadership.
  - Organizer Council training.

### **Qualifications**

#### **Required**

- BA or equivalent work experience. Higher level degree or coursework preferred.
- Experience in organizing members and in successful membership campaigns.
- Experience in collective bargaining, meet and confer, and/or labor-management meetings.

- Experience in issue and/or grievance advocacy
- Knowledge of computers, skills in using spreadsheets, word processing, and other software programs
- Current driver's license, insured vehicle in good driving condition and ability to travel throughout Wisconsin to engage with assigned locals, members and potential members.
- Willingness to commit the time and energy necessary to meet the extensive demands of the job.
- Willingness to travel, work nights and weekends as assigned.
- Ability to promote and adhere to the policies and procedures adopted by the NEA and WEAC Board of Directors and Representative Assembly
- Ability to maintain the confidentiality of individual member(s) concerns in a professional and confidential manner.
- Perform all duties in a professional and competent manner.

**Preferred:**

- Experience as an association leader in education (local, UniServ, state, or national) or other public or private sector unions.
- Association staff experience.
- Knowledge of professional development concepts and experience in training adults.
- Experience in political action.
- Working knowledge of Wisconsin public sector labor laws as well as labor relations law related to the membership recruitment, representational petition campaigns and elections.
- Higher level degree or coursework.
- Knowledge of school law, school finance, and educational issues.
- Experience in public relations and community organizing.

**Salary and Fringe Benefits:** Competitive salary as negotiated between WEAC and the United Staff Union (USU) Professional Staff. Fringes include, but are not limited to, health, dental, life, vision and long-term disability insurance; liberal retirement package; vacation/sick/personal leave; childrearing leave; auto allowance; training funds. Salary range of \$94,000-\$129,000, based on experience.

**Deadline for Applications:** A person interested in applying for this position should submit a letter of application detailing your experience in the areas of responsibility outlined above, resume, and the names of three references (references will not be contacted until after a first interview). This position is open until filled; however, the posting/acceptance of applications may close at any time.

**Beginning Date:** As soon as possible.

**Submit Applications To:**

**WEAC**  
**ATTN: Jill Hein**  
**PO Box 8003**  
**Madison, WI 53708-8003**  
 or  
**HeinJ@weac.org**  
**(Reference: WEAC Southcentral UniServ Director)**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**