

EXTERNAL
VACANCY ANNOUNCEMENT

JOB TITLE: Service Unit Director, United Service Unit

CLASSIFICATION: Professional A - FSO Bargaining Unit

SUPERVISOR: Southern Regional Manager, Organizing and Field Services

LOCATION: Central Florida: Citrus, Hernando, Marion & Sumter Counties

The Florida Education Association (FEA) is the largest association of professional employees and the largest labor union in the Southeast, representing more than 150,000 members. FEA members include teachers, education staff professionals, higher education faculty and graduate assistants, retirees, education students, and early career educators. FEA represents the professional and working interests of its members and plays a prominent role in shaping state policies that affect public schools.

SUMMARY:

The Service Unit Director reports to the Southern Regional Manager of Organizing and Field Services and works to support and administer the day-to-day operations and programs of the United Service Unit, serving six FEA affiliates located in these four Central Florida counties. Sharing responsibilities with another Director, the successful applicant will coordinate the service operations of the Service Unit, provide consultation and assistance to elected leaders and members in the areas of bargaining, contract administration/ grievance adjudication, business management, membership development, leadership and organizational development, internal and external communications, governmental and political advocacy, member and human rights, education reform, and other areas of interest or concern to the organization and its members. Frequent travel, long days, evening meetings, and weekend obligations are required.

QUALIFICATIONS:

1. Bachelor's degree or equivalent experience required; Master's degree preferred.
2. Knowledge of Association work as leader or staff.
3. Successful experience working with teacher and ESP locals. (Preferred)
4. At least two years as local staff or comparable experience.
5. Demonstrated ability in contract maintenance, grievance processing, member representation, and collective bargaining.
6. Knowledge of the impasse and arbitration processes.
7. Demonstrated competence in oral and written communications.

8. Experience with and understanding of professional education organization programs and services at local, state, and national levels.
9. Ability to analyze school finance budget information.
10. Demonstrated ability to work collaboratively and drive projects independently.
11. Successful experience multi-task under tight deadlines while maintaining attention to detail.
12. Strong skill in using Microsoft Office products (Word, Outlook, PowerPoint and Excel).
13. Ability to learn new, proprietary software programs.
14. Capacity to work closely with other professional and associate staff.
15. Possession of, or ability to obtain, a valid Florida driver's license.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. The Service Unit director is responsible for the day-to-day operations and programs of the assigned locals, including monitoring and coordinating local association program implementation including communications, training, employee relations, minority concerns, instructional and professional development, membership promotion, political concerns, legislation, etc.

2. Provides interface, consultative assistance, and support to local affiliate/Service Unit officers/building representatives/committee members/delegates/staff in the planning and implementation of their collective bargaining, employee rights and contract enforcement programs. Includes but is not limited to communications, implementation of centrally developed and locally delivered training programs, local training programs, employee relations, minority concerns, bargaining and contract enforcement, membership promotion, political action, legislation, program evaluation, etc.

3. Plans, participates, and presents in site-based rep training, local program development, budget, political action/legislative initiatives, and any other areas that the locals seek guidance and assistance with.

4. Assists leaders in developing organizing plans and creating a system/process to measure effectiveness.

5. Conducts regular visits to work sites to build positive relationships with local leaders and staff and advance the knowledge and skills of site leadership.

6. Coordinates the Service Unit offices pursuant to local policies.

7. Maintains a positive relationship with other organizations and groups within assigned areas.

8. Maintains a continuous positive relationship with local leaders and coordinating council members within the units.

9. Performs other duties as assigned by the Southern Regional Manager of Organizing and Field Services or designee.

COMPENSATION AND BENEFITS:

The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on relevant experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, annual leave, sick leave, and paid holidays.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume and three references via email to feahr@floridaea.org. This vacancy announcement will close on **October 21, 2024**.

**THE FLORIDA EDUCATION ASSOCIATION
IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA's Office of Human Resources at 850-201-2820 or feahr@floridaea.org to request an accommodation during the application process.