



JOB TITLE: Term UniServ Organizer

TERM: October 2023 thru August 2024, with the possibility of an extension

DATE OF POSTING: September 7, 2023

CLOSING DATE: September 22, 2023 or until filled

SALARY: \$82,315

ESTIMATED DATE TO FILL: October 23, 2023

Job Title: Term UniServ Organizer

### General Description of the Position's Function and Purpose

This **Term** position is the central point of contact for the Association regarding membership and its benefits and provides professional, courteous, and knowledgeable answers to member and staff questions. The position is primarily responsible for communicating with ISTA members and staff, both in response to inquiries and proactively to individual members and leaders, and thus requires excellent verbal and written communication skills and emphasizes teamwork within a positive and collaborative environment.

This is a temporary Professional Staff Organization (PSO) position and is subject to the collective bargaining agreement between ISTA and PSO. Compensation for this position includes salary, sick and vacation time after ninety days of employment, pay for certain holidays, basic business expense reimbursements, and eligibility for reimbursement of health insurance premiums up to a maximum limit for an individual on leave from a school employer. The geographic area to be covered will be a large portion of central Indiana. The position is assigned to the Intech office and reports to Corey Kern, Director of UniServ and Organizing–North.

The qualifications listed below are those qualifications required for the position but do not encompass all those activities which may be included in the responsibilities and performance expectations of the job. There are certain daily activities related to the individual's job that may be performed regularly but are too general in nature to include.

### Responsibilities

- Setting up and conducting 10-15 one-to-one meetings per week (A one-to-one meeting is a focused 30 to 40-minute meeting with a person to begin to build a relationship and to look for leaders for public action).
- Conduct regular building visits for association visibility, potential member recruitment, and related efforts.
- Build organizing member teams in 10 to 15 local associations, additional locals may be assigned over time.



- Build networks of leaders within existing and new member units.
- Utilize and carry out the tools of relational organizing: one-on-one meetings, power analysis, charting/mapping internal relationships, teaching and training, action, and evaluation.
- Organize and carry out member recruitment, new unit, contract, political, and/or other issue campaigns.
- Write and provide training (or train-the-trainer training) to local associations in organizing for power.
- Write and create relevant campaign plans and materials.
- Work cooperatively with relevant UniServ Directors, local leaders, and others involved in local organizing efforts.
- Enter and analyze data related to member programs and organizing.
- Write a weekly report and participate in regular check-in meetings with the manager or designee.
- This is not a 9 to 5 job. There will be considerable travel within the state of Indiana. Some weekend work will be necessary.
- Perform other duties as assigned by the Executive Director and/or immediate supervisor.

## **Qualifications**

### *Required*

- A bachelor's degree is required; a master's degree is preferred.
- Minimum of two years of union/association or community organizing experience with an emphasis on relational organizing strategies and methods.
- Demonstrated experience in organizing issues, contracts, and/or political campaigns.
- Documented experience/successes in popular education and/or member/leader development and training.
- Experience implementing member recruitment plans (or other similar growth plans) carried out largely by member volunteers.
- Experience in developing and implementing plans based on analysis of current events, organization goals, and attitudes.
- Demonstrated ability to work independently and as a collaborative team member.
- Coordination of the day-to-day activities of member organizers and/or volunteers.
- Current driver's license and insured vehicle in good driving condition.



### *Preferred*

- Working knowledge of Indiana public sector labor laws as well as labor relations law related to membership recruitment, representational petition campaigns, and elections.
- Broad understanding of the critical issues and problems facing preK-12 educators and associations in Indiana and nationally.
- Demonstrated ability to analyze member data for strategic purposes.

### **Interpersonal skills**

#### *Required*

- Effective public speaker
- Clear and lucid writing
- Social awareness
- Ability/desire to work with a diverse population
- Strong personal planning and time management skills
- Ethical, integrity, and inclusiveness
- Ability to give and receive construction feedback
- Initiative
- Problem analysis and resolution
- Relationship building
- Leadership
- Organizational sensitivity
- Flexibility
- Detail orientation

### **Application Procedure**

Applications will be accepted through October 2023 or until filled. Please send a letter of interest, resume, and three references to Nicole Wise at [nwise@ista-in.org](mailto:nwise@ista-in.org).

### **About ISTA**

The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or genetics.

Consistent with the ISTA Affirmative Action Plan, minorities, women, individuals with disabilities, individuals of all ages (18 or older), and veterans are encouraged to apply.