JOB TITLE: UniServ Organizer

DATE OF POSTING: March 3, 2020

CLOSING DATE: March 16, 2020

SALARY RANGE: $80,166 – $125,400

ESTIMATED DATE TO FILL: April 1, 2020 or after

I. General Description of the Position's Function and Purpose:

The UniServ Organizer will lead field organizing efforts in targeted local associations and potential units within Indiana – both teacher and education support professionals. The work will be centered around the basic tools of relational organizing: one-on-one meetings, including membership asks, power analysis, charting internal relationships, leadership development (teaching and training), action and evaluation. The UniServ Organizer will also develop and implement membership recruitment and retention strategies, as well as coordinate and lead new unit organizing campaigns.

The work will be carried out in close cooperation with UniServ Directors assigned to the targeted local association and the local leaders of the targeted locals. The UniServ Organizer will report to the Director of UniServ and Organizing (North). This is a permanent Professional Staff Organization (PSO) position and is subject to the collective bargaining agreement between ISTA and PSO.

II. Responsibilities:

- Setting up, conducting and/or overseeing 10 to 15 one-on-one meetings per week.
- Conduct regular building visits for association visibility, potential member recruitment and related efforts.
- Build organizing member teams in 10 to 15 local associations or potential new units. 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 manager or designee.
- Coordinate/detail and share activities and calendar schedule with the position's manager and other ISTA staff.
- Positively contribute to assigned staff workgroups who support ISTA priorities.
- Maintain and project a positive image of ISTA.
- There will be considerable travel within the state of Indiana. Evening and weekend work will be necessary.
- Perform other duties as assigned by the Executive Director and/or immediate supervisor.

III. Qualifications:

Required

- Bachelor's degree. Master's degree is preferred.
- Minimum two years union/association or community organizing experience with an emphasis on relational organizing strategies and methods.
- Demonstrated experience in organizing issue, contract 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 organizing new union bargaining units.
- Experience 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 the 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.

IV. 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 constructive feedback
- Initiative
- Problem analysis and resolution
- Relationship building
- Leadership
- Organizational sensitivity
- Flexibility
- Detail oriented

V. Location:

The position will be based in Indianapolis but may be assigned to work campaigns in other areas of the state.

VI. Application Procedure

Applications will be accepted through March 16, 2020. Please send letter of interest, resume and three references to Amy Kishton at akishton@ista-in.org.

About ISTA:

ISTA is a professional association organized to sustain quality public education, improve students' educational opportunities and advance the professional status of educators. Learn more about ISTA at ista-in.org.

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.