

VACANCY ANNOUNCEMENT

POSITION: UniServ Director / Member Services Specialist,
Hillsborough Classroom Teachers Association

LOCATION: Tampa, FL

RESPONSIBILITIES:

1. Organizes and acts as a consultant to the Association Representatives in his/her cluster. Schedules school visitations on a regular basis in collaboration with the Association Representatives and Organizing Specialist.
2. Develops, plans, and conducts leadership training programs for the cluster and Association dealing with local association operations, curriculum development, improvement of instruction, communications, membership promotion, community relations, etc.
3. Aids Association Representatives and members in the issue resolution process. This may involve handling grievances, complaints, inquiries and providing other related services.
4. Represents members at non-renomination reviews, or other employment-related meetings and/or hearings.
5. When requested to do so by the Executive Director, cooperates with FEA, NEA, and AFT staff members in research projects and in other programs designed to strengthen Association activities.
6. Develops, coordinates, and stimulates membership engagement and promotion activities in the local association.
7. Makes appearances at worksites and community locations which require oral presentations on subjects of interest to the profession, Association, and membership.
8. Prepares papers, articles, letters, and other written materials which explain Association positions or which instruct the membership.
9. Serves as a staff liaison to CTA committees.
10. Attends Representative Council meetings and all other general membership meetings and trainings.
11. Provides other services at the request or direction of the Executive Director.

QUALIFICATIONS:

1. A BS/BA or higher degree.
2. Experience with and broad understanding of labor organizations and/or education-related associations/programs and services at local, state and national levels.

3. Demonstrated leadership ability in working with professional groups and/or labor organizations.
4. Demonstrated organizing, communicating, and coordinating skills necessary to successfully complete complex group projects and activities.
5. Ability to use Microsoft Office products (Word, PowerPoint, etc.) and learn programs necessary to support member representation, organizing, and effective communication.
6. Demonstrated ability in written and oral communications.
7. Experience and commitment to team approaches, to service delivery, and a willingness to share responsibility for Association activities with colleagues.
8. Broad understanding of the critical issues and problems facing the public schools and public school employees of Hillsborough County and Florida.
9. Ability to possess and maintain a valid Florida drivers license.

COMPENSATION AND BENEFITS: Salary commensurate with experience. Association provided medical, dental, life and retirement benefits. Liberal vacation, sick leave and holidays.

CONTACT: Send letter of interest/application, resume, and three (3) references to Nick Whitman, Executive Director, HCTA, 4505 North Rome Avenue, Tampa, FL 33603.

APPLICATION DEADLINE: November 9, 2009.

ANTICIPATED EMPLOYMENT DATE: January 1, 2010 – approx.

HCTA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.