VACANCY ANNOUNCEMENT
Seminole Service Unit– Executive Director

POSITION: Executive Director

The Seminole Service Unit is seeking applicants for the position of Executive Director. Located in Seminole County, Florida, Seminole Service Unit represents educational employees in Seminole county. Seminole consists of one teacher local and three ESP locals. Seminole is located in the Central Florida area. We are a local option service unit.

MINIMUM QUALIFICATIONS:
1. Bachelor’s Degree or higher.
2. Successful experience working with teacher and ESP locals.
3. Demonstrated ability in contract maintenance, grievance processing, arbitration, member representation, and collective bargaining.
4. Demonstrated competence in oral and written communications.
5. Experience with and understanding of professional education organization programs and services at local, state, and national levels.
6. Ability to use Microsoft Office products (Word, Outlook, PowerPoint, etc.) and learn programs as necessary to support work.
7. Ability to obtain a valid Florida driver’s license.
8. Knowledge and experience with impasse including the magistrate and Legislative Hearing procedures.
9. Demonstrated success with building capacity through a stronger site representative structure including member recruitment.

DUTIES AND RESPONSIBILITIES:
1. Contract maintenance/member representation
2. Membership recruitment
3. Communications/publications
4. Consultation with local associations in the areas of leadership and organizational development
5. Contract negotiations
6. Supervise associate staff

COMPENSATION AND BENEFITS:

Salary and fringe benefits are negotiable, based upon experience.

APPLICATION PROCEDURE:
Send letter of application, resume, and three (3) professional references to:

Sue Carson
SEA President, UniServ Chair
813 Orienta Ave Altamonte Springs, Florida
Sue.carson@floridaea.org

Deadline for applications: Open until filled