



Professional Field Staff Opening

Responsibilities and Job Description

Professional Field Staff are the Georgia Federation of Teachers' principal contact with local Federation chapters. Each Field Representative is assigned by the GFT President to work with specific local chapters and/or on any special organizing efforts that may arise.

Field Staff work includes:

- Assist local leaders with their efforts to build effective affiliate structures (Building Reps / ACs / Volunteers) that promote the growth of the local organization and state organization
- Conduct daily school level group and individual meetings for the purpose of building organizational structure, informing members and recruiting new members
- Develop a very high level of trust between the professional federation staff and local affiliate leaders
- Provide advice and expertise with the preparation and dissemination of local newsletters, hustle text messages, email blasts and other written materials
- Assist affiliate leaders with school board presentations (this may include modeling as well as advising), organizing priorities, and political and organizing strategies
- Represent members in grievances at the request and in consultation with the local affiliate president
- Coordinate local activities, requests, and needs with the appropriate GFT staff person (Chief of Staff/Organizing Director, Public Relations, Legislative/ Political Affairs, PSRP and Leadership Development, and/or Membership Benefits)
- Maintain a calendar of activities that reflects activities and dead-lines and is submitted to the Chief of Staff/Organizing Director as requested
- Address local school boards, at the request and in consultation of local leadership, relative to matters of advocacy on behalf of members and local affiliate
- Reflect in every aspect of one's work a level of professionalism that brings respect for and honor to the Federation and its local affiliates
- Work cooperatively and productively with all Federation leadership and staff
- Maintain and submit accurate and timely expense, absence and leave reports and follow established procedures for scheduling and attendance reporting
- Other related, unanticipated duties as may be required

How to Apply:

Applicants should submit a cover letter, resume, two professional references and two character references. All other submissions will not be reviewed.

Please submit résumé and cover letter information to georgia@aftgeorgia.org.

Application Deadline: June 15, 2021