**POSITION DESCRIPTION**

**POSITION TITLE:** Field Staff (Job#2018-04)  
**DEPARTMENT:** Field Services  
**IMMEDIATE SUPERVISOR:** Manager of Field Services  
**EMPLOYEE GROUP:** Professional Staff / TEMPO bargaining unit  
**LOCATION:** Rochester  
**HOURS/STATUS:** Full Time / Exempt

**POSITION SUMMARY**

To help leaders and members of Educational Support Professional (ESP), P-12 and higher education unions build strong, viable organizations through leadership training and development. Coordinate and deliver the resources of Education Minnesota, National Education Association (NEA) and American Federation of Teachers (AFT). Promote membership in, and an ongoing commitment to, Education Minnesota, NEA and AFT. Assist locals in the development and implementation of programs and activities related to membership growth, professional issues, collective bargaining, member rights, political action, and community partnerships. Organize the unorganized education employee.

**MAJOR FUNCTIONS AND RESPONSIBILITIES**

Provide advice, local and member training, and appropriate professional assistance to members and locals, including the following and other such duties as assigned:

- **Member Promotion** – a) assist all locals with a systematic on-going program of membership promotion, retention, and recruitment; b) assist in organizing unorganized education employees; c) identify and develop potential new leaders; d) promote and assist locals with the integration of the Education Minnesota’s strategic goals and objectives in local programs; and e) assist in recruiting participants, on an ongoing basis, for all Education Minnesota workshops, trainings, conferences, as well as Education Minnesota’s Minnesota Educator Academy.

- **Collective Bargaining** – a) assist all locals in implementing state and local goals; b) coordinate assistance to local negotiators from the Negotiations Department and other areas of Education Minnesota, NEA and AFT; and c) may serve as local negotiator.

- **Organizing** – a) assist locals to develop member engagement plans; and b) assist locals with identifying issues around which to organize, setting goals and determining strategies and timelines; train locals on organizing and member engagement.

- **Member Rights** – work to guarantee members their rights through a) training local leaders in the recognition and processing of grievances; b) preparing for and representing members and locals at administrative hearings such as fair share, school board, unit clarifications, and grievance proceedings; and c) counseling members and locals in achieving individual human rights as provided by statute, rules, practice, negotiations or contract.

- **Communications** – assist in developing a viable internal and external communications program designed to perpetuate a consistent flow of member and local information.

- **Legislative and Political Action** – a) assist local leaders in developing and implementing an effective local lobbying and political action program; and b) coordinate communication between members and legislators and facilitate the processes needed to work effectively in the political and legislative arena.

- **Education Issues** – a) assist all locals in implementing state and local goals; and b) provide training and accurate information to members on issues related to education and professional development.

- **Professionalism: Staff Skills for Workplace Success** – a) coordinate the day-to-day operations of the office including direction of support staff and the office budget where applicable, after consultation with the appropriate supervisor; b) participate in personal/professional growth and staff development opportunities.
in consultation with the appropriate supervisor; and c) accept additional assignments from the Director of Field Services and/or designee.

CONTACTS
Education Minnesota leaders and members    Education Minnesota staff
Government leaders and agencies    General public
Community and civic leaders

MACHINES AND/OR TOOLS OPERATED
Personal computer    Internet and browser software
Windows-based word processing software Mobile communication device

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
- Experience including, but not limited to; education issues, collective bargaining, political and legislative action, grievance processing, local and member training, member consultation skills and experience in working with elected leaders at all levels is desirable.
- Understanding of organizing principles, labor relations and experience in a union environment.
- Ability to collaborate with others in a team environment.
- Excellent communication skills, including writing, speaking and making presentations.
- Experience in working with confidential and sensitive information.
- Skill in strategic thinking and problem-solving, including the ability to identify and appropriately evaluate alternatives.

MINIMUM QUALIFICATIONS
- Bachelor’s degree
- Baseline knowledge of unionism.
- Valid driver’s license.
- Reliable transportation.
- Active personal credit card.
- Willing to maintain residency within the assignment area.

PREFERRED QUALIFICATIONS
- Previous work in an education setting.
- Previous union work experience.

EDUCATION MINNESOTA IS AN AFFIRMATIVE ACTION EMPLOYER
In compliance with the Americans with Disabilities Act (ADA), the following is provided: the position requires use of clear and articulate speech; ability to read and comprehend written and oral directions; ability to effectively deal with tight deadlines; sitting for long periods, stooping, bending, reaching and standing for long periods; repetitive movement with hands and wrists; use of computer keyboard; and carrying materials (up to 5 lb. and occasionally up to 50 lb.).

POSTING DEADLINE: For best consideration, please apply online (include a resume), by **FEBRUARY 20, 2018** 11:59 PM on

Please apply online at:

Education Minnesota
41 Sherburne Ave., St. Paul, MN 55103