EDUCATION MINNESOTA
POSITION DESCRIPTION

POSITION TITLE: 2018 Campaign Project Staffer (Job#2018-03)
DEPARTMENT: Public Affairs
IMMEDIATE SUPERVISOR: Director of Public Affairs
LOCATIONS: Northern & Southern MN, and Metro Area
EMPLOYEE GROUP: Professional Staff / TEMPO Bargaining Unit
HOURS/STATUS: Full Time (up to 10 months) / Exempt
Six (6) positions available

PURPOSE OF POSITION:
Under the direction of the Director of Public Affairs, the primary responsibilities of the 2018 Campaign Project Staffers will implement Education Minnesota’s relational political organizing program for the 2018 campaign. Day-to-day direction in program implementation will be from designated public affairs professional staff. Project staffers will primarily interface with Education Minnesota members and leaders in service of Education Minnesota’s member voter engagement and political action goals for the 2018 elections.

MAJOR FUNCTIONS AND RESPONSIBILITIES:
• Conduct relational organizing conversations with Education Minnesota members.
• Identify, recruit and develop member political action leaders, and build local union, campus and worksite political organizing capacity.
• Train Education Minnesota local union leaders, members, student program members, and Education Minnesota staff on grassroots issue advocacy and political action activities relating to the 2018 campaign goals and strategies.
• Recruit Education Minnesota members and staff to participate in one-to-one, relational organizing conversations and traditional grassroots campaign tactics, including phone and door canvassing of Education Minnesota members and general public voters.
• Lead and actively participate in events, actions and traditional grassroots campaign tactics, including phone and door canvassing of Education Minnesota members and general public voters.
• Assist Education Minnesota staff in implementation of digital engagement projects relating to the 2018 campaign, as directed.
• Input data and implement data strategies of the 2018 campaign, as directed.
• Coordinate organizing activities and communicate directly with all relevant internal and external stakeholders, as directed.
• Attend meetings and trainings.
• Other duties and responsibilities of a like or similar nature as assigned.

CONTACTS:
• Education Minnesota leaders and members
• Education Minnesota, AFT and NEA staff
• AFL-CIO staff and leaders, and staff and leaders of affiliated unions
• Community, civic and grassroots organizing leaders
• Governmental agencies and officials
• School district personnel
• Minnesota legislative personnel
• Candidates for public office and campaign staffs
• Staff and leaders of political parties
• General public
• Vendors

MACHINES AND/OR TOOLS OPERATED:
- Personal computer
- Internet and browser software
- Windows-based software
- FAX machine
- Education Minnesota’s Website

CONFIDENTIAL INFORMATION:
Various strategic/management/departmental activities.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:
• Knowledge and understanding of unions.
• Knowledge and understanding of the legislative and political process.
• Ability to conduct one-on-one organizing conversations and assess individual opinions, union affinity, motivations and leadership potential.
• Ability to successfully recruit, train and support grassroots activist volunteers.
• Knowledge and awareness of social, racial and economic justice concerns.
• Ability to foster and maintain good public relations.
• Excellent interpersonal and communication skills.
• Strong planning and organizational skills.
• Ability to prioritize work assignments to achieve ambitious, measurable organizing goals while adhering to established strict timelines.
• Ability to understand and effectively carry out complex verbal and written directions.
• Ability to problem solve and work independently.
• Ability to work with and maintain confidential and sensitive information and issues.
• Ability to work with technology, social media and data tracking systems.
• Must be able to lift up to 40 pounds.

MINIMUM QUALIFICATIONS:
• High school diploma or GED.
• Valid Driver’s license
• One year of experience demonstrating grassroots organizing leadership success on a union, political or advocacy campaign.
• One year of experience in a professional setting related to public education, early education, higher education, teaching, education unionism or a related field.
PREFERRED QUALIFICATIONS:
• Bachelor’s degree in political science, government relations or a related field.
• Three or more years’ experience demonstrating grassroots organizing success on a union, political or advocacy campaign.
• Professional experience working as an educator or education support professional in a public school or college.
• Experience developing organizing plans and building grassroots organizing networks.

ADDITIONAL COMMENTS:
These are temporary full-time positions, not lasting beyond November 2018. Willingness to work mornings/nights and weekends as needed. Travel throughout Minnesota required.

EDUCATION MINNESOTA IS AN EQUAL EMPLOYMENT OPPORTUNITY 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 25 lb.).

POSTING DEADLINE: For best consideration, apply online; include a resume, by 11:59 PM on February 7, 2018.

Please apply online at: https://workforcenow.adp.com/jobs/apply/posting.html?client=education&jobId=231280&lang=en_US&source=CC3