Organization Overview: United Teachers of Dade (UTD) is the exclusive bargaining agent representative for approximately 30,000 Teachers and Education Staff Professionals employed by Miami Dade County Public Schools.

Position Overview:
The position of Chief of Staff optimizes operational effectiveness by serving the UTD President and Leadership Team to administer and reinforce strategies, operations, policies and procedures, practices, and protocols as directed. The Chief of Staff will ensure that critical administrative activities, initiatives and day-to-day operations that further the goals of the Office of the President and the UTD Leadership Team are identified, planned, implemented, and completed by appropriate parties by clarifying accountabilities, tracking progress, and facilitating resolutions. In addition, the Chief of Staff will serve as Proxy for the UTD President and Leadership Team as needed.

Successful applicants will possess the following knowledge, skills and abilities:
The successful candidate will be well-organized, independent, self- motivated and a creative, strategic problem solver with exceptional written and oral communication skills.

- The candidate must display:
  - demonstrated business acumen
  - basic knowledge of finance and accounting
  - the ability to handle multiple tasks simultaneously; responding to tight timelines
  - strong project management, administrative and organizational skills
  - calmness under pressure
  - diplomacy
  - capability to build trust and interact collaboratively with all levels of the organization, and with external stakeholders and partners
  - sufficient knowledge of the organization to effectively support the President’s and Leadership Team’s objectives
  - ability to direct and lead employee and cross-disciplinary teams
  - impeccable levels of integrity and confidentiality
  - neutrality and objectivity, selflessness, and ability to put common welfare of UTD before personal and/or special interests
  - strong writing, oral, and presentation skills
  - Strong skills and experience working with labor unions and community partners on local, state and national levels
  - computer faculty, especially re: Word, Excel, and PowerPoint

- Minimum of a B.A. degree preferred; advanced degree desirable
- Minimum of 7 years managerial/supervisory or equivalent experience
- Extensive knowledge of unions, organizing, internal elections preferred

Special Notes: The role has a requirement to work routinely outside of normal business hours (evenings, early mornings, and weekends), with occasional domestic travel expected.

Compensation: Salary range $95-$110k depending on experience. Medical insurance, life insurance, and retirement benefits. Generous leave and holidays.

Please send resume and three letters of recommendation by Friday, May 12, 2017 at 5pm to Mindy Grimes-Festge, UTD Secretary/Treasurer at Mindy@utd.org.