FIELD AND ORGANIZING DIRECTOR

ORGANIZATION

UNITED TEACHERS LOS ANGELES

DEFINITION

The Field and Organizing Director is responsible for contract enforcement and organizing along with the overall development, direction, coordination, implementation, execution, and completion of organizing projects for United Teachers Los Angeles ensuring consistency with UTLA’s mission, commitments and goals.

SUPERVISION OVER

Professional Staff and volunteers as assigned.

DUTIES AND RESPONSIBILITIES

Responsible for contract enforcement and organizing along with the supervision of Professional Staff. Organizes the implementation of campaigns approved by the Officers, Board of Directors and House of Representatives; develops budget that ensures strong stewardship of members’ dues, concentrating on a return on investment for all campaigns; assists Officers and Board of Directors in the development of the strategic plan; assesses and co-designs innovative and effective learning experiences for staff and leaders to become dynamic organizers and contract enforcers focused on empowering members; evaluation and continuous improvement of targeted, innovative organizing and contract enforcement programs; coordinate and work with project organizers, member organizers and volunteers on campaigns often under demanding timelines and with multiple stakeholders; expands the intelligent use of technology to recruit, retain, and engage staff, leaders, members and communities to advance the organizing and contract enforcement goals of the organization; drives sophisticated use of data to enhance organizing decisions related to members’ values and activism; provide regular reports to the Officers, Board of Directors and House of Representatives; other duties as assigned.

REPORTING RESPONSIBILITIES

The Field and Organizing Director is responsible to the Executive Director of UTLA for all aspects of his/her day-to-day activity.

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE
Bachelor’s degree required; relevant graduate degree and/or certification preferred; teaching experience preferred; management experience within a union environment preferred; proven skills as an organizer and overseeing successful organizing efforts; experience in union contract enforcement and grievance procedures; proven experience successfully managing individuals,
teams, projects, budgets, and campaigns; experience as an organizational advocate for public education, labor and/or social justice issues; effective skills in supervision, decision-making, oral/written communications, policy analysis, interpersonal relations, team building, and collaboration; established high standards of performance to ensure accountability for work results; experience working collaboratively across a complex organization to ensure effective integration and alignment of resources and programs; at least three years of union membership.

KNOWLEDGE OF:
Public sector labor laws related to teachers and health and human services employees; union and education issues; key issues facing U.S. labor movement; UTLA organizational structures, benefits and services; the use of Microsoft Office applications, the operation of a computer, and related office technology.

SKILLS AND ABILITY TO:
Work collaboratively across a complex organization; communicate effectively both orally and in writing; communicate effectively with a wide variety of people and constituencies. Deliver engaging, informative, well-organized presentations to audiences in a wide range of venues; effective skills in supervision, decision-making, policy analysis, interpersonal relations, team building, and collaboration. Establish high standards of performance to ensure accountability for work results; ability to manage multiple tasks and projects simultaneously; establish and operate phone banks and other volunteer activities.

SALARY AND BENEFITS
$100,000

Health Benefits include medical, dental and vision coverage for the employee and their eligible dependents.

HOW TO APPLY
Please call Louverne Chatman, Administrative Assistant to Diana Darty at (213) 637-5140 for an application and details of documents to be submitted with the application. Two letters of recommendation demonstrating experience and knowledge will be required when submitting application and other requested documents. All required documentation including completed application, letters of recommendation, resume and requested documents must be received by UTLA no later than 5:00 p.m., Wednesday August 13, 2014.

United Teachers Los Angeles
Attention: Diana Darty, Director of Support Services
3303 Wilshire Blvd., 10th Floor
Los Angeles, CA 90010

UTLA IS AN EQUAL OPPORTUNITY EMPLOYER