

## **WASATCH UNISERV VACANCY ANNOUNCEMENT**

Position: Wasatch Utah UniServ Executive Director

Date of Posting: May 8, 2017

Date of Closing: May 26, 2017

### **Unit Description**

The Wasatch, Utah, UniServ is comprised of three (3) local associations. The total membership in these three locals is approximately 1450. It takes in the Salt Lake City, Tooele, and Murray School Districts. Travel within the locals is required on a regular basis. The UniServ office is currently based in the UEA Headquarters building in Murray, Utah.

The Wasatch UniServ Executive Director reports directly to the UniServ Council and is accountable to them for all financial matters and time worked. The unit also employs an administrative assistant who will work directly under the UniServ Executive Director.

### **General Qualifications**

- Bachelor's degree or equivalent staff experience
- Prefer experience in association work—local/state elected, or appointed positions; or staff experience
- Prefer classroom experience
- Skill in membership recruitment and retention
- Proven ability to build collaborative relationships with members, leaders and school district leadership
- Willingness to visit schools to support leaders, meet with members and recruit and retain members
- Proven effectiveness in identifying basic issues and developing solutions
- Skills in advocacy and representation with experience as a teacher advocate with knowledge of teacher rights and responsibilities
- Knowledge of the political process as it relates to teachers and public education
- Effective communication skills, written and oral, including competence in public relations matters
- The ability to prioritize and manage workload; self-direct in task completion; enthusiastic approach to the work; and a willingness to work evenings and weekends when necessary
- Competence in training local leaders and association representatives (ARs)
- Demonstrated knowledge of bargaining purposes and practices, and legal rights of teachers
- Knowledge of, and willingness to file grievances and defend teacher rights
- Strong competence in technology skills and knowledge and current with social media platforms and websites
- Ability to approach all work-related issues with diplomacy and respect confidentiality
- Current driver's license is required

## **General Duties and Responsibilities**

- Provide support to each of the three locals on an equitable basis, spending at least three days in each local monthly.
- Assist UniServ Council president and vice-president in preparation of the annual budget
- Report financial statements and all UniServ matters to the Council
- Recruit members and assist local leaders in designing membership recruitment and maintenance programs
- Train local leaders and Association Representatives and assist locals in leadership identification
- Assist local leaders in the political action process (e.g., candidate recruitment and recommendations, volunteer recruitment and ballot/initiative coordination)
- Provide local teams with consultation and training in bargaining contracts, and if asked, serve on bargaining teams
- Participate in staff meeting and training activities as prescribed by the UEA and the NEA
- Attend the monthly AR meetings in each of the three locals
- Maintain office operations and manage office personnel
- Advocate for members by being a liaison between members and the UEA General Counsel
- Assist locals in developing effective internal communications
- Prepare for meetings (e.g. planning and ordering food, the ability to transport and carry materials)
- Conduct work with diplomacy and confidentiality in all work situations
- Attend additional meetings as requested, for example: school board meetings
- Perform other duties as assigned by the UniServ Council

## **Salary and Benefits**

Salary commensurate with qualifications and experience. The Association may provide medical insurance, life insurance, retirement, vacation and sick leave.

## **Application**

Please send a letter of interest, resume and three letters of recommendation to:

Mark Durfey, UniServ President  
5150 South 900 E,  
Salt Lake City, Utah 84117

Application materials maybe submitted electronically to: [lorrie.gilbert@myuea.org](mailto:lorrie.gilbert@myuea.org).

For more information, call Jay Blain, UniServ Coordinator  
801-417-0238 or 801-641-5297

Anticipated employment date: July 10, 2017 or sooner if available