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[myUEA.org](http://myUEA.org)

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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT  
JORDAN REGIONAL DIRECTOR

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Date of Posting:	June 20, 2024	Closing Date:	July 21, 2024
Interviews:	August 7-9, 2024	Employment Date:	September 3, 2024

Salary: Starting salary will be commensurate with training and experience.

Range: \$75,237-\$103,075

Generous benefit package (medical, vision, dental, retirement, and leave benefits).

FLSA Classification: Fulltime, Exempt, Non-supervisory

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### Organization Description and Position Summary

The Utah Education Association is the largest public education employee association in Utah, representing about 18,000 active classroom teachers, retired educators, administrators, licensed education-related service providers and campus student organizations. Local affiliates of the Utah Education Association participate in a Unified Services (UniServ) Program through the National Education Association. The Jordan “UniServ” (or Regional Unit) is comprised of two (2) local affiliates that include Jordan and Canyons Education Associations, representing more than 1800 educator-members and association leaders within the Jordan and Canyons school districts. As part of a team including another director and an administrative support person, the Jordan Regional Director supports the membership, organizing, advocacy, political action and other member driven initiatives of the UniServ. This position is located at the UEA headquarters building in Murray, UT, with some flexibility for virtual/hybrid work. The Jordan Regional Director reports directly to the UEA UniServ Coordinator.

### Essential Functions

- Assist the UniServ council president, vice president, and elected leaders in preparation of the annual UniServ budget;
- Assist UEA management with supervision of support staff;
- Report financial statements and all UniServ business matters to the council;
- Assist local leaders in designing and training in membership recruitment and retention programs;
- Assist local leaders in the political action process (e.g., candidate recruitment, recommendation, etc.);
- Provide local teams with consultation and training in negotiating contracts;
- Train local leaders and worksite representatives in local grievance procedures;
- Represent members in advocacy and grievances at a district level;
- Create and provide professional development for adult learners on current statewide education issues;
- Participate in UEA staff meetings and training activities as determined by the executive director or designee;

*The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators. Black, Latin-o/a/e/x, Asian American, Indigenous, and Pacific Islander individuals; as well as LGBTQIA+ people, veterans, people living with disabilities, and other individuals with lived experience being part of marginalized communities are encouraged to apply.*

- Attend and support leaders at monthly UniServ council, executive board, and building representative meetings in each local;
- Perform other duties as assigned by the Jordan UniServ Council and the UEA.

### **Preferred Qualifications**

- Bachelor's degree or equivalent staff experience.
- Experience in labor association work – local/state elected, or appointed position; or staff experience;
- Skilled in membership recruitment and retention;
- Proven ability to build relationships with members and a willingness to actively be in the schools to recruit and retain members;
- Proven effectiveness in identifying basic issues and developing solutions;
- Experience as a teacher advocate with knowledge of teacher rights and responsibilities;
- Skilled in advocacy and representation;
- Knowledge of the political process as it relates to educators and public education;
- Effective communication skills, written and oral, including competence in public relations matters;
- Strong personal characteristics (e.g., the ability to prioritize and manage workload, self-direct in task completion, enthusiastic approach to the work and a willingness to work some evenings and some weekends);
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Skilled in reading and interpreting technical materials;
- Ability to build collaborative relationships, both internally and externally;
- Competence in training leaders and local representatives;
- Basic technology skills, including conducting online meetings.

### **Application**

Candidates who are selected to interview will be asked to prepare a presentation for their interview. Parameters of the presentation will be shared prior to the interview.

To apply, submit a letter of interest, resume, and three letters of professional reference to [hr@myuea.org](mailto:hr@myuea.org).

Utah Education Association: Human Resources  
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