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-of/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.

Utah Education Association: Human Resources
P.O. Box 57880 Murray, UT 84157-0880
801-417-0226