



UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT
JORDAN CANYONS REGIONAL (UNISERV) DIRECTOR



Date Posted:	August 29, 2025	Closing Date:	September 18, 2025
Interviews:	Week of Sept. 29, Murray UT	Employment Date:	October 27, 2025 (negotiable)
Salary:	Starting salary will be commensurate with training and experience. Range: \$78,246-\$107,198 Generous benefit package (medical, vision, dental, retirement, and leave benefits).		
FLSA Classification:	Fulltime, Exempt, Non-supervisory		

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 Canyons "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 Canyons 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 Canyons Regional Director reports directly to the UEA UniServ Coordinator.

Essential Functions

- Assist local leaders in designing and training in membership recruitment and retention and leadership development programs, and actively participate in these programs;
- Assist the UniServ council president, vice president, and elected leaders in preparation of the annual UniServ budget;
- Report financial statements and all UniServ and local business matters to the council and executive boards;
- Partner with fellow director and UEA management to direct the work of a support staff employee;
- Assist local leaders in the political action process (e.g., candidate recruitment, recommendation, fundraising, etc.);
- Provide local teams with consultation, training and support with district bargaining;
- Train local leaders and worksite representatives in local grievance procedures;
- Represent members in advocacy and grievances at a district level;

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.

- Collaborate with local leaders in providing professional development for adult learners on current statewide education issues;
- Participate in UEA events, staff meetings, and training activities as determined by the executive director or designee, and in collaboration with the UniServ council on operational priorities;
- 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 Canyons 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;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Skilled in reading and interpreting educational law and policies;
- Ability to build collaborative relationships, both internally and externally;
- Commitment to communication and flexibility in managing workflow with colleagues
- Competence in training leaders and local representatives;
- 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;
- Able to strategically analyze issues, and benefits and risks of proposals or plans, as well as the ability to implement them through to completion;
- Proficient technology skills including but not limited to: Microsoft Office Suites (Word, Excel, Publisher, Outlook, and Teams) and Google Workspace (Docs, Sheets, Slides, Drive);
- Ability to travel to varying work locations on a regular basis;
- Able to work outside of regular office hours including early mornings, evenings and weekends.

Application

Candidates who are selected to interview will be asked to prepare a presentation as part of 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 with contact information to hr@myuea.org.

Utah Education Association: Human Resources
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