

Orange County Service Unit
Orange County Classroom Teachers Association
Orange Education Support Professionals Association
Orange County CTA-Retired

1020 Webster Avenue • Orlando, FL 32804 • Phone (407) 298-0756 • FAX (407) 290-8799

Unit Description: The Orange County Service Unit is an approximately 8000 member local option unit covering two local Associations in Central Florida and one retired group. The potential membership of the unit is far greater and membership recruitment will be a top priority. The Orange County Classroom Teachers Association is an urban K-12 teacher Association of 6,300 members. The Orange Education Support Professionals Association (1600 members) represents all classified employees with a large organizing potential. The Orange County CTA-Retired has an active membership of 300 comprised of both classified and instructional retirees. Both locals are recognized as the exclusive bargaining agent for unit members.

Position: UniServ Director for Political Action and Community Relations

Salary Classification: Staff Bargaining Unit (range \$60,000 - \$97,000)

Job Summary: Responsible to the Executive Director of the Orange County Service Unit. The successful applicant will organize and represent members to carry out the goals of the Service Unit.

Duties and Responsibilities

- Lead the unions Political Action program
- Develop and implement community outreach for CTA and OESPA
- Write, edit and produce OCSU, CTA and OESPA communication materials
- Develop and conduct training programs that are consistent with the goals of OCSU
- Provide program resources, consultation, assistance and training to the members
- Serve as advocate and resource to members on all matters relating to the grievance process
- Provide organizing leadership and member recruitment strategies and support to members
- Maintain proper working relationship with District personnel
- Work collaboratively with members and staff
- Accept special projects as assigned
- Implement organizing strategies that successfully recruit new union members
- Ability to assess a given situation and develop a strategy that will lead to achieving the organizing goal
- Possess communication skills – both written and verbal
- Possess an understanding of professional educational issues
- Has effective public speaking skills
- Can demonstrate ability to conduct organizing workshops for staff and members
- Is computer literate
- Accepts other duties as assigned by the Executive Director

Required Qualifications:

- Demonstrated knowledge of state and other laws/regulations/procedures relating to collective bargaining, advocacy, education policy and school finance
- Commitment to membership empowerment
- Commitment to organizing
- Ability to analyze information, identify issues/problems and develop strategies/solutions
- Experience and demonstrated skill in contract negotiations
- Experience and demonstrated skill in organizing and member recruitment
- Experience and demonstrated skill in developing and conducting training programs
- B.A. degree or equivalent experience and professional training
- A Florida driver's license and vehicle
- Ability to function as a team player
- Ability to use computer and technology as well as electronic communications
- Excellent verbal and written communication skills
- Strong advocacy skills including grievance processing and arbitration hearings
- Enthusiasm and vision for building the capacity of the Association
- Ability to handle multiple projects and determine priorities
- Ability to work evenings and weekends when necessary
- Broad understanding of the critical issues and problems facing public education

Desirable:

- Knowledge of labor relations and/or legal background
- Knowledge of public education and education reform
- Experience in working with groups to facilitate discussion and reach consensus
- Experience working for an NEA or AFT affiliate or other labor union
- Bilingual Spanish or Haitian Creole

Compensation:

Salary, fringe benefits and working conditions in accordance with the staff union contract between the UAW Local 2278 and the Orange County Service Unit. Employment package includes competitive salary, NEA defined benefit retirement, health insurance package, and liberal leave provisions.

Location of Employment:

Orange County Service Unit, Orlando, Florida

Application Instructions:

Apply by Email: mark.mitchell@floridaea.org
By Mail: Mark Erwin Mitchell, Executive Director
Orange County Service Unit
1020 Webster Ave
Orlando, FL 32804

Applications closing date: Wednesday, November 4, 2015

Interviews to be held on Tuesday, November 10, 2015

Orange County Service Unit is an equal opportunity employer
Affiliate of Florida Education Association, NEA, AFT and AFL-CIO