**About the Organization**

Public schools are not only the centers of safety and learning for our young people, but they also shape the social and economic conditions of our communities.  Leaders in the Louisiana Association of Educators (LAE) know how deeply connected we all are, and we are committed to building a movement that not only defends and transforms our schools, but also wins real improvements in the lives of educators, our students, their parents, and our communities.  We are all in this together, and organizing together, we can win the schools our students deserve.

The office of Organizing and Field Services serves local affiliate offices, which are aligned into service units and located within eight regions. The UniServ Manager must bring visionary leadership and focus in building power and capacity responsive. The UniServ Manager must be able to work in a highly supportive and collaborative manner with the Executive Director, LAE Leadership Team and LAE Board Members, and LAE’s management team. The successful candidate will have demonstrated experience in leading and organizing.

**Required Education:**

A Bachelor’s degree or comparable work experience is required; an advanced degree would provide added value. LAE values education but also recognizes the importance of enhancing the profession.

**Required Experience:**

Three (3) to five (5) years of leadership and managerial experience gained through progressively responsible work assignments.

**Functional Competencies**

* Strong interpersonal skills and diplomatic approach to managing relationships between local affiliates, service units, and staff from individual contributors to senior/executive leadership.
* Ability to deal with a geographically diverse organization with autonomous, membership-based operating units.
* Proven knowledge in advocacy, grievance processing, rights arbitration and conflict resolution.
* Knowledge and understanding of techniques and strategies for the promotion of membership.
* Demonstrated ability to assume advocacy responsibilities and functions.
* MS Office skills (Word-Excel-PowerPoint) including skill in working with spreadsheets and budgets required.
* Fosters accountability, proactive decision making, teamwork, strategic planning and a "customer-service" orientation.
* Promotes a working environment of excellence, external and internal collaborations, and professional standards for the organization.
* Expertise in conflict management, and group and individual facilitation skills.
* Excellent verbal and written communication skills. Possess effective public speaking skills with large audiences.
* Ability to work collaboratively with all departments including legal and public policy advocacy.
* Ability to manage multiple projects and processes simultaneously.

**Qualifications/ Requirements:**

●  At least 3 years of experience in leading organizing efforts that have included: planning, facilitation and evaluation meetings, leadership identification/development, mass communications, development of vision/strategy/work plans, and assessment of progress and growth.

●  Experience with coaching/supervising/support for volunteers and member-leaders

●  Working knowledge of, and/or commitment to learning how to use the VAN database and other data and communications tools like Facebook, Action Network, Every Action, VAN, Hustle, etc.

●  Experience recruiting members, developing leaders, and building teams

●  Self-starter, able to work with minimal (and distance) supervision

●  Excellent organizational and communication skills

●  Highly motivated, energetic, and dedicated

●  Must have transportation, computer, smart phone, email access, and internet access

●  Must be willing to travel around community as conditions require, use own car,

and work out of home

●  Must be willing to work nights and weekends

**Responsibilities:**

●  Shape the overall strategy and method for rebuilding the activity and strength of the local(s)

●  Support and coaching for member-leaders and site representatives

●  Coordinate member to member engagement and data management to include Hustle, phone banks including writing scripts, training, support, and ongoing data management

●  Coordinate accessible educational opportunities for members and non-members on privatization threat, labor organizing, and the need to build labor-community coalitions for educational justice

●  Develop and implement local growth plan that includes: increased consistency and structure of engagement and communication, membership recruitment and leadership development, organizing that wins concrete improvements in the lives of students, families and staff, and team building

●  Participate in weekly field staff meetings and managers planning and debriefing meetings with LAE and leadership

●  Meet with project leads each week to discuss overall strategy, progress on goals, work plans, and resource coordination

●  Coordinate the collection and sharing of strategic data to streamline our work and maximize the potential of our engagements

●  Prepare and submit regular, end-of-project, and ad hoc reports as requested

●  Other duties as assigned

**Compensation Package:**

LAE is prepared to offer a competitive salary and benefits package consistent with experience, skills and demonstrated abilities.

*To Apply: Send an email to Naila C. Holmes at* nholmes@lae.org*.  The email should include a brief cover letter, resume, and contact information for 3 references.* ***Applications are due on December 22, 2023 by 5:00 P.M.***