



OHIO EDUCATION ASSOCIATION

UniServ Labor Relations Consultant North Coast UniServ C Leadership Council

1. FUNCTION

Assists the United Education Profession in the achievement of its goals through membership recruitment, promotion, and engagement and support to local associations and members in areas including, but not limited to, organizing, collective bargaining, member rights advocacy, local development and training, professional efficacy, and political advocacy.

2. RESPONSIBILITIES

- a. Plans, assists, and/or serves as a consultant to the local association in the collective bargaining process
- b. Assists members and locals in member rights advocacy
- c. Advises leaders in dealing with local operations and assists in local association program development
- d. Assists in the development and dissemination of general communications and may serve as public spokesperson as assigned
- e. Assists local associations in developing effective internal and external public relations programs
- f. Uses OEA/NEA resource personnel and participates in providing programs and support to local associations and members through learning and engagement opportunities such as workshops and trainings
- g. Assists locals with political advocacy at the local, state and national levels
- h. Provides assistance in crisis situations as assigned
- i. Assists existing, new and potential locals in internal and external organizing activities. Collaborates with UniServ Organizers as required
- j. Assists members and locals with professional issues advocacy
- k. Plans, develops, and provides training for leaders and members
- l. Serves in field operations as assigned
- m. Serves as a liaison/advisor and subject matter expert as assigned
- n. Attends major conferences, workshops, etc. in areas of assignment and disseminates relevant information obtained at said approved professional training
- o. Performs other duties as assigned by the immediate supervisor within the job description.

3. AUTHORITY AND RELATIONSHIPS

Is responsible to the immediate supervisor; recommends policy and procedure changes to and through the immediate supervisor; determines priorities except as established by the OEA.

QUALIFICATIONS - Required Knowledge, Skills & Abilities

- Bachelor's degree
- Demonstrated competency and proficiency in organizing, consulting skills, political action, member advocacy, and collective bargaining among others
- Demonstrated proficiency in developing productive relationships using strong interpersonal skills
- High proficiency in exercising good judgment and reasoning skills
- Ability to creatively solve problems in a dynamic environment
- Ability to interact and consult effectively with diverse groups including local leadership and association members
- High proficiency in verbal and written communication including drafting proposals, developing presentations and producing materials and reports for a variety of specific audiences
- Familiarity with education policy, practice and political environment
- Proficient in technology including Microsoft Office Suite and other online platforms including Skype among others
- Demonstrated ability to pursue projects with energy, drive, and perseverance
- Ability to work evenings and weekends as needed to achieve the goals of the OEA
- A valid driver's license is required
- Must be willing to relocate, if needed.

LEADERSHIP COUNCIL: North Coast UniServ C

Office Location: Howland

Local	County	Type
CHAGRIN FALLS E.A.	CUYAHOGA CO	K-12
EUCLID CLASSIFIED ASSN	CUYAHOGA CO	ESP
EUCLID CLSFD - TRANSPORTATION	CUYAHOGA CO	ESP
EUCLID T. A.	CUYAHOGA CO	K-12
L E A D D	LAKE CO	DD (W to W)
MENTOR CLASSIFIED EMPLOYEES	LAKE CO	ESP
MENTOR T. A.	LAKE CO	K-12
ORANGE TCHRS ASSN	CUYAHOGA CO	K-12

APPLICATIONS & OTHER INFORMATION:

- Immediate Supervisor: Kristin Jaeck
- Office Location: 425 Niles Cortland Road. SE, Howland, OH 44484
- Vacancy Date: March 4, 2019

Salary and benefits in accordance with the 2016-2019 OEA/PSU master contract.

An employee requesting re-assignment (i.e., applying for the vacancy or new position) shall so notify the human resources department within fifteen (15) days of the postmark of the notice of vacancy.

Submit application/request for re-assignment to hr@ohea.org by close of business on March 4, 2019.

The OEA is an Equal Opportunity/Affirmative Action Employer.