



## OHIO EDUCATION ASSOCIATION

### **UniServ Political Advocacy Consultant**

#### **1. Function**

Assists and coordinates the development and implementation of statewide network of political activities and participation by local leaders and other members in the political and legislative process.

#### **2. Responsibilities**

- a. Assists in the development, coordination, and implementation of OEA's grassroots legislative and political training programs;
- b. Assists in the planning, coordinating, and organizing of FCPE programs;
- c. Assists in state and federal grassroots lobbying and political action programs as assigned;
- d. Recruits and trains members and/or grassroots volunteers for various aspects of a local grassroots plan, legislative advocacy or elected office campaign;
- e. Analyzes and appropriately utilizes research, voter files, polling results and other data to develop and implement campaign modelling, targeting and communications strategies;
- f. Assists in planning and developing local, district, regional, and state coalitions and campaigns;
- g. Coordinates a political and legislative feedback system from members, staff and leaders;
- h. Assists in the development, coordination and implementation of political activities regarding candidate endorsement and campaign assistance;
- i. Assists staff in developing and implementing legislative and political strategies, activities, and developing and conducting training programs;
- j. Promotes the association political, legislative and governmental affairs activities;
- k. Supports field operations as assigned;
- l. Serves as a liaison/advisor and subject matter expert as assigned;
- m. Attends major conferences, workshops, etc. in areas of assignment and disseminates relevant information obtained at said approved professional training;
- n. Performs other duties as assigned by the immediate supervisor within the job description.

#### **3. Authority and Relationships**

Responsible to the immediate supervisor; recommends policy and procedure changes to and through the immediate supervisor.

#### **4. Qualifications**

1. Bachelor's Degree (Master's or law preferred)
2. Three to five years of successful experience on an electoral campaign with a significant role (e.g. manager, field director or communications director) and/or three to five years of experience on the staff of a major officeholder such as a Mayor, Governor or other statewide official, or Member of Congress.

3. Demonstrated knowledge and experience in the operation of political campaigns through multiple election cycles, including:
  - a. Participation in State and/or local legislative advocacy campaigns.
  - b. Statewide ballot initiative campaigns.
  - c. Campaigns for elected office at the state or local level.
  - d. Knowledge of federal legislation and policy-making process.
  - e. Demonstrated experience in recruiting, training and managing union members or grassroots volunteers for various aspects of a legislative advocacy or campaign for elected office.
  - f. Ability to understand and demonstrate the effective use of political and other demographic data, including but not limited to public opinion data as well as the use of voter files for modeling and targeting.
  - g. Ability to analyze and appropriately utilize research and polling results to develop campaign targeting and communications strategies.
  - h. Proven abilities to create and execute a successful fund raising campaign.
  - i. Ability to recruit, train and coordinate volunteers and maintain an effective and efficient volunteer database.
  - j. Ability to develop and execute effectively a member candidate recruitment program.
4. Excellent communications skills, both written and oral, and excellent interpersonal skills.
5. Ability to communicate the association's legislative and political program to members, staff, legislators, elected officials, and other groups (e.g. allied organizations, businesses, or religious groups). Familiarity with and understanding of issues important to the association.
6. Understanding of and experience in the development and execution of independent, non-coordinated campaigns in support of or in opposition to candidates for elected office.
7. The ability to support candidates for elected office from both major political parties.
8. Ability to focus on multiple projects simultaneously and successfully.
9. Willingness to work evenings, weekends and extended hours typically associated with campaign work as needed to achieve the goals of the OEA.

**5. Applications and Other Information**

Immediate Supervisor: Ryan Dunn

Office Location: 225 E. Broad St., Columbus, OH 43215

Vacancy Date: September 26, 2021

Salary and benefits in accordance with the 2021-2025 OEA/PSU Master Contract.

Submit application/request for re-assignment to [hr@ohea.org](mailto:hr@ohea.org) by close of business on September 24, 2021.

**The OEA is an Equal Opportunity/Affirmative Action Employer.**