



December 7, 2023

Greetings,

Attached is the Job Description for the Assistant Executive Director (UniServ) opening at the National Education Association Rhode Island (NEARI). We welcome all applicants.

NEARI represents public school teachers, education support professional, higher education faculty and staff in both public and private sector, as well as state and municipal employees. Given Rhode Island's small size and our proximity to and interactions with NEARI's 12,000 plus members, as well as the coordinated work of our staff and governance (we are all in one building), we are looking for candidates with more than just competency in skills such as grievance handling, arbitration, collective bargaining, membership advocacy, and organizing. Those skills are our minimum requirements.

We want an Assistant Executive Director/UniServ who will enhance our established team, and we expect them to be an active and integrated part of NEARI. The successful candidate must excel at communications; be self-motivated; be a strong advocate in bargaining, in our organizing efforts, and in training our members; represent our members in hearings; and support our legislative agenda. Where there are obstacles, we expect our staff to figure the way around them and organize the members they represent to do the same.

Along with your resume, please send evidence of your skills. You may wish to address or include, if relevant to your experience:

- your experience in grievance and arbitration work, up to and including recent arbitration brief;
- a narrative of your organizing skills with examples of successes and not-so-successful efforts;
- your plan from a successful training you provided to members.

In your cover letter, please be sure to address the above issues and to indicate the number of years you have work in union-side advocacy, the number of arbitrations and/or unfair labor practice charges you have worked on, the number of contracts you have negotiated (and what type: teacher, higher education faculty, state and/or municipal employees, public and private sector bargaining). Finally, please explain your familiarity with Rhode Island's collective bargaining laws.

Please submit your application no later than January 12, 2024.

Sincerely,

Jennifer Azevedo
Deputy Executive Director
NEARI

OPENING: ASSISTANT EXECUTIVE DIRECTOR (UNISERV), NEARI

NEARI is accepting applications to fill **one (1) full-time UniServ position**. Minorities and women are encouraged to apply.

The UniServ Representative is a professional level position which provides a variety of services to local affiliates and members. The UniServ representative exercises considerable independent judgment and discretion in performing assigned responsibilities. The UniServ representative position often requires extended work hours, including evenings and weekends. This position is directly responsible to the Deputy Executive Director.

Job Description

- Counsel, advise and represent local affiliates in the areas of collective bargaining, membership promotion, leadership development, grievance processing, and related labor relations activities.
- Counsel, advise and represent members with employment-related issues.
- Counsel and advise members on professional problems and issues.
- Provide or facilitate training programs for members and local affiliates.
- Establish and maintain positive working relationships with local affiliate leadership, members and others.
- Provide local affiliate leadership and members information about NEARI and NEA programs.
- Participate in assigned secondary assignments, such as committees, work groups, etc.
- Participate in government relations activities and political campaigns as required.
- Provide public relations/communications assistance.
- Attend training activities.
- Attend/participate in meetings, conferences, seminars, etc.
- Other duties and responsibilities as assigned.

Required Qualifications

- Bachelor's Degree or any equivalent combination of education and experience.
- Experience, education or training in labor relations skills, including collective bargaining, grievance processing, organizing, membership advocacy, administrative hearings, etc.
- Effective oral and written communication skills.
- Effective interpersonal skills.
- Demonstrated leadership ability.
- Ability to independently coordinate workload and schedule.
- Valid driver's license and dependable automobile for association related activities.
- Evidence of self-motivation and high work ethic.

Desirable Skills and Abilities

- Advanced relevant education.
- Good computer skills.
- Knowledge of contemporary issues.
- Willing to work long hours.

Salary and Benefits

In accordance with the NEARI and NSO/RI Collective Bargaining Agreement.

Deadline for Applications

Applications will be accepted until January 12, 2024.

Application Procedure

A person interested in applying for this position should submit a letter of application describing their experience, knowledge, skills and abilities in regard to the job description and qualifications listed above.

Please also submit a resume and the names of three references to:

Jennifer Azevedo, Esq.
Deputy Executive Director
NEARI
99 Bald Hill Road
Cranston, RI 02920
jazevedo@neari.org

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