

## **WEA ESP Member Recruitment and Organizing Specialist**

Wyoming Education Association (WEA) is seeking applicants to apply for a position as a part-time short-term membership organizer targeting the classified employees in Wyoming's school systems (Education Support Professionals - ESP). This work will supplement the ongoing work of existing staff efforts, but is unique by having a single focus to recruit and engage the classified staff of school districts and community colleges in Wyoming.

This position is funded through a grant until August 31<sup>st</sup>, 2019, with the goal of ultimately increasing membership to sustain a full-time permanent position within three years. Potential continuation of the grant will be based on the success of this initial effort. This is a state-wide position with the ability to utilize an office in Cheyenne, Casper or Rocks Springs; as well as work from a home office.

### **SPECIFIC JOB RESPONSIBILITIES**

- Willing and able to work and travel irregular hours with little direct supervision and much independent initiative (weekend and evenings may be required)
- Hold and maintain a valid Wyoming driver's license and own and appropriately maintain a personal automobile for business use
- Ability to meet rigorous automobile travel requirements
- Above average communication skills, including writing skills
- Willing to spend most work time on-site with local associations coordinating membership recruitment and organizing campaigns, often within school buildings
- Coordinate work activities with the WEA management and staff colleagues; build calendars for membership and capacity building campaigns in accordance with the membership plans approved by the WEA
- Work well with staff and local leaders to recruit new ESP members and build power
- Develop/maintain a good working relationship with local and state leaders, members, potential members and all staff
- Maintains and produces regular reports as determined by campaign assignments
- Implements communication and issue education tactics as required by Wyoming Education Association membership goals in conjunction with other Wyoming Education Association staff in assigned locals
- Works well with local leaders to recruit new members through organizing and training; schedule informal and formal informational meetings and visits with members and potential members in conjunction with local leaders, organizers and other Wyoming Education Association staff
- Attends and helps run trainings and meetings as needed
- Maintains accurate financial records/expense reports regarding authorized reimbursements and mileage reports.

### **EXPERIENCE, SKILLS, APTITUDE, AND COMMITMENT**

- Experience in relational organizing, recruiting or mobilizing people to achieve a goal
- Track record of working professionally, in a team and independently
- Ability to conduct assessments, track data and produce work reports
- Demonstrated written and verbal competency in English and Spanish preferred
- Demonstrated understanding of organizing for power and commitment to social justice
- Sound interpersonal and communication skills appropriate to providing a quality member experience including the ability to establish and cultivate respectful relationships with people from diverse backgrounds
- Ability to develop member leaders enabled to recruit members and build local capacity
- Sound organizational skills to manage and prioritize work subject to deadlines in a dynamic and changing environment, as an individual and as a member of a team.
- Demonstrated ability to formulate and deliver on short-term and long-term recruitment and organizing plans, member development and capacity building goals.
- Knowledge of Microsoft Office, databases and Internet.

### **Compensation**

- The successful applicant will be hired utilizing funding from an outside grant. The base compensation is based on \$4000 per month, which does not include benefits.
- All work expenses are paid including travel, hotel and meal expenses.

### **Application Procedure**

A person interested in applying for this position should submit a letter of application covering their experience, knowledge, skills and abilities regarding the job description and qualifications listed above. Please also submit a resume and the names of three references to:

Ron Sniffin  
Executive Director  
Wyoming Education Association  
[rsniffin@wyoea.org](mailto:rsniffin@wyoea.org)

Open until filled.

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