



775 North State Street
Jackson, MS 39202
www.maetoday.org/careers

EMPLOYMENT APPLICATION

Return to: alattimore@maetoday.org

Employment Application

Position Title

Name	First	Middle	Last
Address			Home Telephone Number
City, State, Zip			Office Telephone Number
E-mail Address			Cell Number:
If you are known to schools or references by another name, please give name			
When are you available to start?			
Have you ever worked for the MAE?			If so, when?
How did you learn about this vacancy?			
Are you legally eligible to work in the U.S.?			
Do you hold a valid driver's license? State?			

EDUCATION

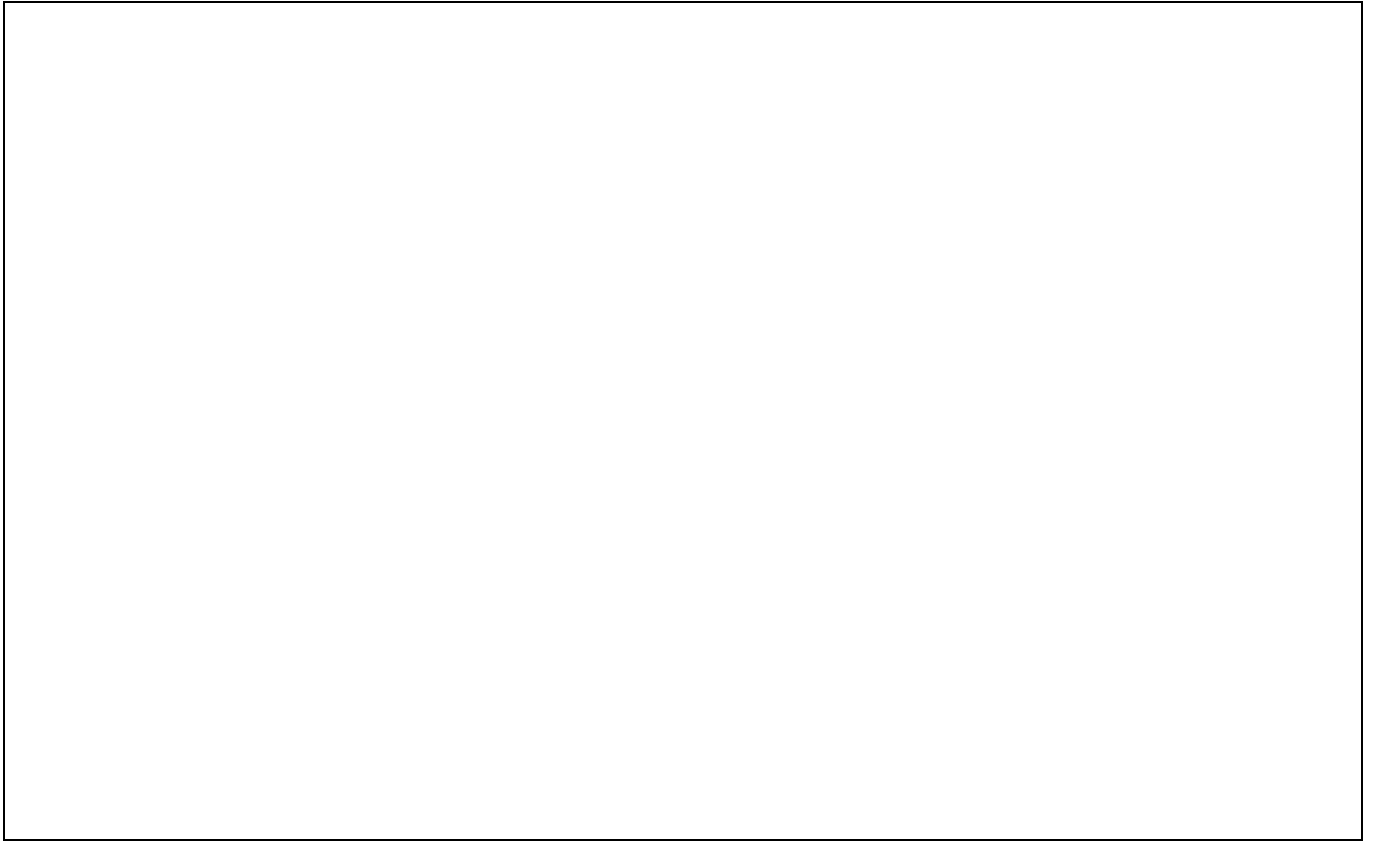
Education	Name & Location	Major Field of Study	Specify Diploma, Degree, or Certificate received
High School			
Certified Technical/ Occupation Specific Training			
College/University			
Post Graduate Study			
Other (including military)			

**NOTE: An official transcript of the highest degree conferred may be required, if selected.*

ADDITIONAL DATA:

If appropriate to the position for which you are applying, please complete the following:	
Operating Systems	
Application Systems	
Networks	
Software used	
Other technology operated (<i>if applicable</i>) :	

Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application on your last page. **Use additional sheets, if needed.**



COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.

EXPERIENCE: (Begin with most recent position.)

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO
Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO
Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

Employer			Dates of Employment From: To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE?					YES NO

(Use additional sheets if necessary)

ERICA JONES
President

Announcement of Staff Vacancy

One (1) position – Capital UniServ Director

DAREIN C. SPANN
Vice President

The Mississippi Association of Educators (MAE) - the most powerful and largest education professional association in Mississippi – is seeking applicants for the position of UniServ Representative in the Capital area of the State. MAE is guided by the vision of excellent academic achievement for all public-school students regardless of difference.

SUZANNE SMITH
Secretary-Treasurer

Dr. DEBORAH B. KIRBY
Interim Executive Director

MAE is an affiliate of the National Education Association (NEA).

JOB SUMMARY: As a UniServ Director, the candidate will be an integral part of MAE's effort to support and organize educators and stakeholders in the Capital area of the State of MS. The work is primarily to implement the MAE strategic priorities through membership recruitment, promotion, retention, engagement, new leader identification and support to local associations and members in areas including, but not limited to, organizing, member rights advocacy, local development and leadership training, professional efficacy, and legislative advocacy.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Support, promote and facilitate implementation of and adherence to the policies and programs adopted by MAE/NEA.
2. Developing strong local units by assisting members with:
 - a. Organizing and developing high functioning local association structures including, business management and operations procedures, according to specific policies and procedures
 - b. Training officers, leaders, and members;
 - c. Implementing programs that creatively and successfully support membership recruitment, retention, and engagement.
3. Maintain regular contact (meetings) with leaders in each assigned unit.

4. Develop and implement effective communication systems designed to keep members, and the community informed on issues relating to public school improvement, for education professionals, school students and school communities; as well as perceived threats thereto.
5. Develop and utilize collaborative relationships with administrative representatives at all levels of the district, to facilitate problem solving and resolve disputes regarding member employment/working conditions, professional development, and other employment issues.
6. Become familiar with and keep abreast of school district policies in each of the assigned locals.
7. Monitor relevant state and federal legislation relating to issues affecting members' rights, working conditions and compensation.
8. Organize and/or provide specialized training on needed topics for leaders and members such as political advocacy and professional rights.
9. Ensure personal high levels of skill and knowledge through approved attendance/ participation in professional self-development and improvement classes or activities.
10. Maintain proficiency in technology for managing accurate, timely data flow and accomplishing other tasks.
11. Adhere to deadlines as required in administrative and program duties. (vouchers, timesheet, reports, etc.)
12. Perform other organizational duties as assigned by the MAE Executive Director and/or Director of Membership and Affiliate Services

GENERAL QUALIFICATIONS:

Bachelor's Degree or equivalent combination of related training and experience.

- *Three or more years' experience in an advocacy /labor relations experience/personnel*
- *Experience in situations requiring skills in organizing, political action/lobbying, public relations, community action, labor relations, personnel.*
- *Experience working with teachers, education support personnel or public sector labor related issues.*
- *Demonstrated ability to identify and analyze various options in determining a course of action.*
- *Experience in developing, motivating, training and maintaining effective volunteer group activities.*
- *Demonstrated ability to work independently within the association, with affiliates and other organizations/agencies important to accomplishment of association goals.*
- *Demonstrated ability to exercise independent judgment, initiative and resourcefulness.*
- *Demonstrated ability to interact effectively with individuals and groups having differences in several aspects.*
- *Demonstrated ability in working in situations requiring confidentiality*
- *Ability to think strategically, analyze risks, benefits and cost of proposals in various situations.*
- *Experience with & moderate knowledge of technology tools such as Microsoft Office Suites, Google Workspace, Publisher, websites, social media.*

A strong candidate will possess the following characteristics and personal strengths:

- Self-starter; flexible; dependable; responsible work ethic; sense of humor;

- “Can do” attitude; use good judgment in decision-making;
- Ability to work creatively, collaboratively, and responsively with teams
- Understanding of problems facing public education employees and their organizations;
- Ability to anticipate organizing opportunities and future organizational trends;
- Efficiency in verbal and written communications;
- Proven ability to advocate for equal rights and fair treatment of employees

ADDITIONAL INFORMATION:

--The position is open and to be filled as soon as possible. Applicants must hold a valid US driver’s license that complies with the State of Mississippi, be able and willing to drive long distances and own a properly insured personal vehicle.

--The base salary range for the position is \$49,696-\$56,268 and is linked to the 2023-2026 staff contract. A salary offer will incorporate the chosen candidate’s work history and relevant professional experience. A range of fringe benefits will include retirement, health, dental and life insurance, vision care, paid sick leave and vacation, optional 401K plan.

--Interested individuals should access maetoday.org/careers. **Complete the application. At the top, indicate the position for which you are applying. Submit the application with a cover letter and your resume to: alattimore@maetoday.org OR** via postal mail to:

Ms. Alice Lattimore, MAE Executive Assistant, 775 N. State Street, Jackson, MS 39202.

****The Mississippi Association of Educators is an equality opportunity employer for all employees with a work environment free of discrimination and harassment. ****