



**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 |

| | | | | | |
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| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | | | | | |
| Duties | | | | | |
| MAY WE CONTACT FOR REFERENCE? | | | | | YES NO |

| | | | | | |
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| Reason for Leaving | | | | | |
| Duties | | | | | |
| MAY WE CONTACT FOR REFERENCE? | | | | | YES NO |

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|-------------------------------|--------------|-----|---------------------------------------|------------------|-----------------------|
| 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: |
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| Name and Title of Supervisor | | | | Telephone Number | |
| Reason for Leaving | | | | | |
| Duties | | | | | |
| MAY WE CONTACT FOR REFERENCE? | | | | | YES NO |

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| 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)



Announcement of Vacancy for Organizing Specialist

**Office: 775 North State Street
Jackson, MS 39202**

The Mississippi Association of Educators is seeking qualified candidates for the position of Organizing Specialist in the metropolitan Jackson region.

As the **Organizing Specialist**, you will be an integral part of our effort to organize educators and community members in the Jackson metropolitan area including Rankin County and Madison County. In executing the role and responsibilities of the position, you will work closely with MAE staff and local leaders to uplift educator voice and educator-parent partnerships as part of the local associations' strategic field initiatives, organizational and program development, and internal leadership development. In partnership with local leaders, you will organize in the areas of educator quality, school system capacity, and public, parental, and business support for public education. A successful candidate must possess the ability to effectively execute organizing conversations focused on MAE's vision and mission, document and track organizing data, and deliver leadership development trainings. Additionally, you will support members, potential members, and community stakeholders in using social media, websites, and other communication vehicles to reach our intended audiences.

Job Responsibilities

- Execute and track organizing one-to-one conversations with potential members, members, and public education stakeholders to increase member recruitment and engagement
- Implement strategic field initiatives including school/work site visits, organizing committee meetings, Association Representative trainings, phonebanks, and community canvassing
- Work with association leadership to organize and/or facilitate workshops, meetings, rallies, actions, events, and campaigns
- Track, document, and analyze worksite-level membership, engagement, and issue data to inform the implementation of organizing strategies and tactics
- Support the use of social media, website, and other internal and external communication mediums to reach organizing stakeholders
- Assist in drafting internal and external communications and other organizing documents

- Perform other organizing duties as assigned by the Executive Director or their designee

Job Requirements

- Excellent written and verbal communication skills including presentation skills
- Demonstrated skill in working both independently and collaboratively in a team environment
- Commitment to ongoing learning through independent study and openness to new ideas and methods
- Ability to be flexible - shifting priorities/resources with a positive attitude
- Excellent organizational and time management skills
- Availability to work evenings and weekends
- Experience and demonstrated effectiveness in advocacy and issue organizing
- Proven experience in adult learning and leader/member training with an acute ability to recruit and motivate volunteers
- Ability to work well with people from varied backgrounds and positions. (i.e., members, community, administrators, superintendents, and school boards)
- Comfortable with the use and implementation of technology to engage members
- Demonstrated experience in organizing and leadership identification and development including skills in utilizing data for targeting organizing campaigns and experience with organizing conversations, assessments, and moving people to action
- Experience as an effective trainer and organizer in membership, leadership development, professional issues, and political issues
- Experience in community relations and community coalition building
- Pre-K-12 public education experience preferred

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

- Self-starter
- Strong work ethic
- Strong personal and professional characteristics such as flexibility, integrity, time management, assertiveness, decisiveness and a sense of responsibility
- Ability to work effectively in an environment with limited supervision and to be an effective team player
- Proven ability to use good judgment in decision-making
- Dependable and committed advocate for all association members and their needs as public education employees
- Ability to anticipate organizing opportunities and future organizational trends
- Committed and able to drive long distances

Additional Information:

This position will be a one-year, salaried position beginning on the hire date. A second-year contract is contingent on the successful execution of the job responsibilities and approval of additional NEA funding. The base salary range for the position is \$40,000-\$50,000 with the salary offer incorporating the chosen candidate's work history and relevant professional experience. A range of fringe benefits will include retirement, dental insurance, vision care, life insurance, 401K option, paid sick leave, and paid vacation.

To apply, please submit your resume and a cover letter to Allice Lattimore at alattimore@maetoday.org by August 1, 2025, under the subject "MAE Organizer Application."