Colorado Education Association  
Vacancy Announcement  
Associate Staff -- Program Assistant  
Jefferson County Education Association

Posting Date: August 15, 2016  
Closing Date: August 21, 2016

The Colorado Education Association, a statewide public education employee association, seeks qualified applicants for a full-time, Associate Staff position to provide administrative and organizing support to the Jefferson County Education Association and its UniServ Directors. The selected individual will function as office manager; support the organizing, communications and political action programs; develop and support data systems; update and maintain the website and other communications; and provide organizing and capacity building support to leaders, members and staff.

Jefferson County constitutes the western part of the Denver metropolitan area and extends into the Colorado Rocky Mountains. Denver offers multiple professional sports teams, a large performing arts complex, and is an hour and a half from world-class skiing and mountain recreation. Great recreation, cultural events, and the natural beauty of Colorado and its climate of over 300 days of sunshine create an excellent living environment. Jefferson County covers an area of 780 square miles. In the last decade the county has grown increasingly more diverse, both economically and ethnically.

Minimum Qualifications

- Excellent oral, written and interpersonal communications
- Ability to gather and organize information, develop report formats, etc.
- Proficiency in various computer technologies in a Window-based PC environment
- Ability to work in a team environment
- Effective records maintenance skills
- Ability to expand knowledge and skills in a rapidly changing environment
- Ability to complete multiple projects with shifting priorities and to meet deadlines under pressure
- Ability to work with minimal supervision
- Ability to provide support to professional staff and/or manager as required by the assignment
- Event planning skills
- Demonstrated experience with content management systems and basic website design
- Demonstrated experience with producing flyers, newsletters and other promotional materials
- Experience updating and maintaining databases or other data systems
- Ability to engage with and quickly learn new systems
- Comfort and ability interacting with member-leaders as both a resource and coach
- Willingness to and comfortable with providing creative and critical feedback to colleagues to enhance the team environment
- Commitment to the overall organizational vision and creating campaigns that support and enhance that vision

Desired Qualifications

- Experience with developing and implementing short and long-term plans to create change and strengthen organization
- Experience with the Voter Activation Network (VAN)
- Desire and ability to grow skills as an organizer
- Experience with one-to-one relational conversations as a foundation for organizing work
Primary Responsibilities

- Provide administrative support to the assigned UniServ Unit(s) and UniServ Director(s)
- Consult, advise and assist members with various activities of membership recruitment and retention
- Process Unit member applications and maintain accurate membership records
- Answer basic contract questions and evaluate, consult, and coach members through some problem-solving steps regarding concerns about potential rights issues and legal assistance
- Work with Unit Director(s), leaders and other Association staff to plan and implement leadership development trainings and events
- Monitor Unit budget and maintain records of financial transactions related to the Unit
- Support the communications program including writing content, updating and maintaining the website and social media, and developing materials and graphics
- Provide support to member/leader groups as assigned
- Provide support for organizing and capacity building efforts with leaders, members, and staff including canvassing, field and home visits
- Support the political action and community engagement programs including meeting with association and community members, filing secretary of state reports
- Provide data and technology support for the Unit and programs
- Review materials and messaging created by members, leaders, and other staff to provide feedback for improvement/enhancement

Compensation and Benefits
This is a full-time bargaining unit position, with salary range based upon prior experience. Fringe benefits include liberal vacation, sick leave, holidays, health, dental, disability and life insurance, and a defined contribution retirement benefit and 401(k) plan.

Application Process
A letter of interest, resume with three (3) references, and CEA application form must be received by **Sunday, August 21**, at 5:00 p.m. MST. The CEA application form is available by clicking on https://www.coloradoea.org/content/association-job-vacancies.

Email all information to jobs@coloradoea.org. The cover letter should be addressed to Suzanne Zimmer, Human Resources, Colorado Education Association, 1500 Grant Street, Denver, CO 80203.

The Colorado Education Association is an Equal Opportunity Employer and Encourages Women and Minorities to Apply.