Colorado Education Association
Vacancy Announcement
Non-Exempt Staff – Assignment: Program Assistant to the Ski Country UniServ Unit

Posting Date: March 4, 2020
Closing Date: March 15, 2020

The Colorado Education Association is seeking candidates for the position of Program Assistant. The Program Assistant will work collaboratively with the Ski Country UniServ Director under the management of the CEA UniServ Manager. The Program Assistant will assist the UniServ Director to support increasing membership, capacity building efforts and campaigns as determined by the UniServ Council. The position will provide other support to the organizing program as needed throughout the UniServ Unit. The Program Assistant will also provide administrative support to the Unit and the UniServ Director including updating and maintaining the membership system, coordinating the logistics of Unit activities and managing the Unit office which is located in Summit County. The Ski Country UniServ Unit serves the following school districts; Summit Re-1, Lake County R-1, Eagle County School District, Roaring Fork School District, West Grand School District 1, East Grand School District, Aspen School District 1, Moffat County School District Re-1, Steamboat Springs School District Re-2, South Routt School District Re-3, Hayden School District and North Park School District R-1.

Qualified candidates must be passionate about helping elevate educator voices to improve working and learning conditions for educators and students.

The Colorado Education Association is an equal opportunity employer. We actively encourage people of color, women, individuals who identify as LGBTQ+, or gender non-conforming, people living with disabilities, veterans, and bilingual people to apply for open external positions at CEA.

Qualifications Required

- Excellent oral, written and interpersonal communications.
- Ability to gather and organize information, develop report formats, etc.
- Proficiency in various computer technologies in a Windows 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 a minimum of supervision.
- Ability to provide support to professional staff and/or manager as required by the assignment.
- Excellent telephone skills.

Responsibilities

- Ability to navigate school district administrative offices in support of locals in the assigned UniServ Unit.
- Experience with event planning.
- Demonstrated experience with producing flyers, newsletters and other promotional materials; experience with social media and digital engagement strategies.
- Experience updating and maintaining databases or data systems.
- Ability to engage with and quickly learn new technology.
- Desire to grow skills as an organizer.
• Ability to work in a fast-paced environment while adapting to changing deadlines and priorities.
• Must be able to work independently, prioritize work and execute simultaneous assignments with success and accuracy.
• Proficient computer skills, including extensive experience with Microsoft Office (Outlook, Word, Excel, Power Point, etc.)
• Excellent organizational skills with a strong attention to detail.
• Strong judgment, discretion, confidentiality and decision making skills.
• Time management and prioritization skills.
• Willingness to travel within the state and work occasional nights and weekends.
• Experience with one to one relational conversations as foundation for organizing work.
• Provide administrative support to the assigned UniServ Unit and UniServ Director.
• Consult, advise, and assist members with various activities of membership recruitment and retention.
• Participate in building visits and member meetings to support the recruitment and engagement of members.
• Process Unit member applications, maintain accurate membership records and run relevant reports to support the goals of the Unit.
• Evaluate, consult, and refer members’ requests regarding rights issues and legal assistance.
• Work with Unit Director, leaders and other Association staff to plan and arrange all member meetings and trainings within the Unit.
• Monitor Unit budget and maintain records of financial transactions related to the Unit.
• Compose, print, and distribute Unit newsletter and other publications as requested.
• Communicate and work with the Unit Chair, Unit representatives on the CEA Board of Directors and other local leaders to meet their needs and requests.
• Coordinate travel plans for the assigned UniServ Director and Unit leaders.
• Provide support to member and leader groups as assigned
• Provide support for organizing and capacity building efforts within the Unit.
• Perform other duties as assigned.

**Compensation and Benefits**

This is a non-exempt bargaining unit position with a Tier 2 salary range of $42,480 to $68,400 based upon prior experience and qualifications. An excellent fringe benefits package is provided as defined in the collective bargaining agreement, including health, dental, vision, life insurance, pension plan and paid vacation.

**Application Procedure**

Please visit the CEA career opportunities website - [https://www.coloradoea.org/career-opportunities/](https://www.coloradoea.org/career-opportunities/) where you will find the link to the application for this position.

Applications **must be received at CEA by 5pm, MST, March 15, 2020**. The letter of interest that you will be asked to submit should be addressed to Hiring Manager at:

Colorado Education Association
1500 Grant Street
Denver, Colorado 80203