The Colorado Education Association is the largest union of educators in the state with more than 38,000 K-12 teachers, higher ed faculty, and education support professionals, as well as students preparing to become teachers, and retired educators. Our mission is to work collectively to provide the best public education for every student.

The Colorado Education Association is seeking qualified applicants for a Program Assistant at our Jefferson County Unit working with the members of the Jefferson County Education Association. The ideal candidate will be deeply committed to our mission, thrive on finding ways to overcome challenges, and enjoy working in an organization focused on elevating educator voices to improve working and learning conditions for educators and students. The role requires administrative experience and strong organizational, communication and computer skills.

The selected individual will function as the office manager and provide support for the program work in the Unit including the organizing, communications and political action programs.

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.

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. CEA is committed to creating a diverse environment and is proud to be an equal opportunity employer. CEA will consider all qualified applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age

**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 exempt staff and/or manager as required by the assignment
- Excellent telephone skills
- Ability to navigate school district administrative offices in support of locals in assigned UniServ Unit(s)
- Event planning skills
- Demonstrated experience with content management systems and basic website design
- Demonstrated experience with producing flyers, newsletters and other promotional materials
- Ability to produce documents using database programs utilized by CEA
- 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
- An understanding about issues related to system racism and social justice and a commitment to learn more

**Desired Qualifications**

- 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
- Familiarity with QuickBooks Online

**Primary Responsibilities**

- Oversee general office management and provide administrative support to the Unit.
- Provide support for the membership program including supporting membership recruitment and retention, processing membership applications and maintaining 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 union leaders and , staff to plan and implement leadership development trainings and events
- Monitor Unit budget and maintain records of financial transactions related to the Unit
- Maintain accurate records on dues received and owed and complete monthly dues reconciliation
- Maintain data systems to track membership action and engagement
- 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, worksite and home visits
- Support the planning, logistics management, set up and break down for large scale events, trainings, rallies, and actions
- Support the political action and community engagement programs including meeting with union and community members, filing secretary of state reports
- Perform other duties as assigned

**Compensation and Benefits**

This is a full-time bargaining unit position, with salary range of $42,480-$68,400 based upon prior experience. An excellent fringe benefits package is provided including vacation, sick leave, holidays, health, dental, disability and
life insurance, a defined contribution retirement benefit and 401(k) plan and reimbursement of some out of state relocation expenses

**Application Procedure**
To complete an application, please visit the CEA career opportunities website - [https://www.coloradoea.org/career-opportunities/](https://www.coloradoea.org/career-opportunities/).

Applications **must be received at CEA by 5pm (MST), January 4, 2022.** 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