



**Colorado Education Association
Vacancy Announcement
Professional Staff – Assignment: Director of Government Affairs**

Posting Date: February 28, 2019

Closing Date: March 13, 2019

The Colorado Education Association is seeking candidates with experience in legislative lobbying, governmental agency relations, and political organizing. The successful candidate will be an effective member of the headquarters team in meeting a broad range of state and field organizing needs with a special focus on:

1. Bipartisan lobbying at the State Legislature and the State Board of Education.
2. Building and maintaining effective communications and working partnerships with the appropriate governmental agencies and officials, private organizations, and associations involved in shaping policy for public education.
3. Training of and consultation with members, leaders and staff on their role in the political process and support of CEA's legislative goals.
4. Organizing efforts with members, leaders and staff regarding legislation, education policy, political issues, and candidates.

In addition, candidates should be prepared to provide support to our efforts in community outreach, membership development, retention and organizing, bargaining and member rights, and professional issues of concern to our members. Experience in teaching/learning or communications/public relations is a plus.

The Colorado Education Association 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.

Qualifications Required

- Two – Three years of experience as a registered lobbyist or as a senior staff member in a state legislative or congressional office
- Demonstrated knowledge of the state and federal legislative and political process, state education policies, and campaign finance laws
- Experienced in drafting legislative action plans that ensure the Association's ability to pass pro-public education legislation, by engaging members and leaders in the process
- Ability to build and work in coalitions
- Experience working with a member organization preferred
- Ability to project a positive public image as a representative of the Association
- Ability to engage in organizing and capacity building efforts with association leaders, members and staff
- Bachelor's degree
- Demonstrated use of sound professional judgment
- Excellent oral, written, and interpersonal communication skills
- Knowledge of organizing principles and ability to develop and implement organizing plans
- Proficiency in basic computer technologies
- Ability to work in a team environment

Qualifications Required (Cont'd)

- Conflict resolution skills
- Understanding of membership-based organizations
- Project planning and management skills
- Ability to effectively manage multiple priorities and manage time and financial resources
- Ability to work with minimum supervision
- Willingness and ability to expand knowledge and skills in a rapidly changing environment
- Training and presentation skill
- Ability to build and maintain effective working relationships with staff and leaders
- Willingness and ability to advocate for the membership and goals of the organization

Responsibilities

- As directed, serve as the primary point of contact in the Association's lobbying efforts
- Serve as the lead Lobbyist on legislative issues as assigned
- Develop timely communication with and reporting to Association leaders, board of directors, members and staff, using various methods, on legislative and political matters
- Train leaders, members and staff to support the Association's political and legislative goals
- Provide legislative reporting on issues and legislators upon the conclusion of each legislative session
- In partnership with leadership, direct oversight of member-based legislative advocacy activities
- Provide Association political advocacy work in candidate and ballot measure elections at the national, state and local levels as assigned
- Serve as a staff liaison to the NEA and other state affiliates on legislative and political matters
- Represent the Association in public forums and media as necessary
- Provide assistance to the Political Director as assigned, by the executive director or their designee
- Serve as staff liaison to member/leader groups and external entities as assigned
- Perform other duties as assigned

Compensation and Benefits

This is a bargaining unit position with a salary range of \$68,218 to \$123,475 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

A letter of interest, resume with three (3) references, and CEA application form are required. The CEA Application form is available at <https://www.coloradoea.org/career-opportunities/>.

Applications **must be received at CEA by 5pm, MST, March 13, 2019**. Send the completed application form, letter of interest, and with resume with three (3) references to:

Jason Burns
Interim Executive Director
Colorado Education Association
1500 Grant Street
Denver, Colorado 80203

OR email information to jobs@coloradoea.org