

MEMBER RECRUITMENT AND ORGANIZING SPECIALIST

NEA-New Mexico is seeking applicants to apply for a position as a full-time Professional Staff Member, working to assist colleagues in all UniServ units in membership recruitment and organizational capacity building. Minorities and women are encouraged to apply. This is a highly skilled, bargaining unit position to work under the direct supervision of the NEA-New Mexico Executive Director. This position is funded for one year, but will be continued if membership increases allow for additional funding. The collective bargaining agreement between NEA-NM and NSO NM has a one-year probationary period and a reduction-in-force provision that requires layoffs in reverse seniority order for professional staff as a unit. The professional staff unit currently consists of six UniServ directors, who serve as field staff working directly with local associations.

SPECIFIC JOB RESPONSIBILITIES

1. Willing and able to work and travel irregular hours with little direct supervision and much independent initiative (weekend and evenings may be required);
2. Hold and maintain a valid New Mexico driver's license and own and appropriately maintain a personal automobile for business use (\$100/month auto allowance plus IRS-rate mileage reimbursement);
3. Ability to meet rigorous automobile travel requirements
4. Above average communication skills, including writing skills
5. Willing to spend most work time on site in local associations coordinating membership recruitment and organizing campaigns;
6. Coordinate work activities with the NEA-NM management; build calendars for membership and capacity building campaigns in accordance with the membership plans approved by the NEA-NM;
7. Work well with staff and local leaders to recruit new members and build power;
8. Develop/maintain a good working relationship local and state leaders, members, potential members and all staff;
9. Maintains and produces regular reports as determined by campaign assignments;
10. Implements communication and issue education tactics as required by NEA-New Mexico membership goals in conjunction with other NEA-New Mexico staff in assigned locals;
11. Works well with local leaders to recruit new members through organizing and training; schedule informal and formal informational meetings and visits with members and potential members in conjunction with local leaders, organizers and other NEA-New Mexico staff;
12. Attends and helps run trainings and meetings as needed;
13. Maintains accurate financial records/expense reports regarding authorized reimbursements and mileage reports.
14. Staff will maintain awareness of NEA-NM's programmatic calendar and proactively notify local associations about training and other opportunities provided by NEA-NM and NEA. Encourage the locals to register participants in a timely manner.

EXPERIENCE, SKILLS, APTITUDE, AND COMMITMENT

1. Experience in organizing, recruiting or mobilizing people to achieve a goal
2. Track record of working professionally, in a team and independently
3. Ability to conduct assessments, track data and produce work reports
4. Demonstrated written and verbal competency in Spanish and English preferred
5. Demonstrated understanding of organizing for power and commitment to social justice.
6. Sound interpersonal and communication skills appropriate to providing a quality member

experience including the ability to establish and cultivate respectful relationships with people from diverse backgrounds.

7. Ability to develop member leaders enabled to recruit members and build local capacity
8. Sound organizational skills to manage and prioritize work subject to deadlines in a dynamic and changing environment, as an individual and as a member of a team.
9. Demonstrated ability to formulate and deliver on short-term and long-term recruitment and organizing plans, member development and capacity building goals.
10. Knowledge of Microsoft Office, databases and Internet.

Salary and Fringe Benefits

The successful applicant will be hired pursuant to the Collective Bargaining Agreement between NEA-New Mexico and NSO-New Mexico. A liberal fringe benefit package is provided. The contract includes a one-year probationary period.

Application Procedure

A person interested in applying for this position should submit a letter of application covering their experience, knowledge, skills and abilities regarding the job description and qualifications listed above. Please also submit a resume and the names of three references to:

**Charles Bowyer
Executive Director
NEA-New Mexico
2007 Botolph Road
Santa Fe, New Mexico 87505**

**or (preferred) email complete application as described above to
cbowyer@neanm.org**

(Reference: MEMBER RECRUITMENT AND ORGANIZING SPECIALIST)

Open until filled.

NEA-NEW MEXICO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER