



## INTERNAL NOTICE OF POSITION OPENING

Position:	Advocacy and Bargaining Coordinator
Date of Posting	November 9, 2023
Close of Posting:	Until Filled_
Staff Relationship:	Responsible to the AEA General Counsel
Location:	This opening is for one (1) vacant position (location non-negotiable). The Advocacy and Bargaining Coordinator will be headquartered at AEA's office in Phoenix, Arizona.
Job Classification:	This is a bargaining unit position that falls under the salary schedule of Organizational Consultants.
Application Procedure:	Interested candidates should submit via email a cover letter, resume and three (3) professional references to:

Taylor Guillen  
Advocacy and Bargaining Associate  
taylor.guillen@arizonaaea.org

The Arizona Education Association is seeking applicants for the position of Advocacy and Bargaining Coordinator to strengthen our core team committed to member representation, growth, development and engagement. The ideal candidate has a proven record of successful representation of advocating on behalf of workers and at least 5 years of experience in the area of bargaining.

### Position Responsibilities

#### Advocacy:

- Assist AEA General Counsel in providing advocacy services to members.
- Communicate with staff and local leaders about advocacy and organizing issues.
- Respond to member advocacy inquiries through the AEA Helpdesk
  - Provide assistance, advice and counseling to members' inquiries
  - Review and revise member grievances, replies, complaints, and related documents
  - Review District policies, contracts, and related documents to assist members in their inquiries
  - Communicate with District personnel to resolve member inquiries
- Provide advocacy training and information to staff, leaders and local association advocacy teams
- Revise advocacy brochures and handouts
- Represent AEA on the Arizona Retirement Coalition and keep leaders and staff informed of changes to the Arizona State Retirement System (ASRS)
- Provides support and backup coverage for the Advocacy Associate as needed

- Other advocacy related duties as needed

### **Bargaining:**

- Work with AEA managers and staff to build a program that supports local association negotiations processes. Components may include:
  - Training for local association negotiations teams and AEA staff, including building cadres of trainers
  - Negotiations approaches (interest based, traditional, etc.), including building skills in facilitation
  - Research and data needs
  - Salary schedule strategies
  - Broadening the topics for negotiations
  - Organizing opportunities and issues
  - Analyze legislative bills for financial implications
  - Research propositions and initiatives for financial impact
  - Review evaluation statute for changes and district policy for correct implementation
  - Understand the Arizona school finance system and be able to complete a school district budget analysis with accurate information
  - Review charter school legislation and implementation, including financial implications

### **Qualifications**

- Teaching and/or public sector labor relations/labor law experience (preferred)
- BA/BS required
- Bargaining experience in traditional and consensus based bargaining
- Previous research experience on legal matters that require interpreting various school policies and state laws.
- Association staff experience (preferred but not required)
- Ability to meet short deadlines by multi-tasking.
- Strong advocacy experience, including conducting board level hearings and or arbitration experience (preferred)
- Knowledge of school law, school finance and educational issues (preferred)
- Knowledge of the grievance process with labor unions.
- Experience in training and adult learning
- Experience in organizing
- Commitment to the labor movement and to the Arizona Education Association
- Demonstrated ability to write and speak effectively during public speaking and presentations
- Familiarity with Microsoft Word & Excel
- Willingness to work long and irregular hours
- General knowledge of education and labor issues, particularly as they relate to the public sector
- Ability to listen actively and frame issues
- Strong analytical skills necessary to interpret contract language or board policy, investigate employment problems
- Ability to maintain the confidentiality of individual member(s) concerns in a professional and confidential manner
- Strong public speaking and presentation skills
- Spanish speaking fluency (preferred but not required)

The Arizona Education Association is an equal opportunity employer with an affirmative action employment program. Minorities and women are encouraged to apply.