



**Georgia Association of  
Educators External Job Posting**

**POSITION TITLE:** Organizational Specialist  
**DEPARTMENT:** Affiliate Relations  
**IMMEDIATE SUPERVISOR:** Dr. Craig Carter, Executive Director  
**EMPLOYEE GROUP:** GSO Bargaining Unit  
**LOCATION:** Organizational Specialist, Metro: Gwinnett, Cobb, DeKalb, Fulton, Atlanta, Clayton, Forsyth, Cherokee, and Henry Counties  
**HOURS/STATUS:** Full Time /Permanent  
**SALARY:** Negotiated contract between GSO and GAE  
**CLOSING DATE:** October 13, 2023 5:00 p.m. EST

**Summary of Position:**

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The Metro Organizational Specialist will assist local affiliates and GAE members in the counties of Gwinnett, Cobb, DeKalb, Fulton, Atlanta, Clayton, Forsyth, Cherokee, and Henry.

The qualified individual's job duties will include organizational and program development to increase/maintain association membership. The GAE Metro Organizational Specialist will support the organization's articulated programmatic priorities in order to fulfill the mission, vision, and strategic goals of the Association.

**GAE Motto:** *We exist to support, protect, and strengthen those who nurture Georgia's children.*

**Qualifications for Metro Organizational Specialist:** The basic personal, educational, and experience qualifications for the position of Metro Organizational Specialist are as follows:

1. Completion of Bachelor's Degree/Two (2) years of field organizing experience (campaigns, members/constituents/community engagement).

2. Ability to work independently and self-directed;
3. Effective oral and written communication skills;
4. Knowledge of Word processing, Outlook, and Publisher applications;
5. Ability to adapt actions to needs under strenuous and/or adverse circumstances;
6. Strong, interpersonal, and social skills to work with a wide range of individuals and personalities;
7. Dedication to the values, philosophy, and mission of the Association;
8. Can travel and work flexible workdays and work weeks as determined by the needs of the Association; and
9. Analyze and provide creative solutions for educational issues.

**Metro Organizational Specialist Job Description:** GAE Metro Organizational Specialist will work under the direct supervision of management. The duties and responsibilities of the Metro Organizational Specialist include, but are not limited to the following:

The GAE Metro Organizational Specialist will be responsible for the following:

1. Assist assigned local affiliates in membership organizing and actions creating power that moves local, state, and national agenda.
2. Plan and work with assigned uniserv directors in all Metro locals.
3. Plan and schedule worksite recruitment visits four days a week in Metro locals.
4. Assist GAE with membership promotion, recruitment, and retention in all Metro locals.
5. Assist GAE locals in the development of an organizing culture including local and state actions.
6. Conduct AR and other trainings in all locals.
7. Design local membership promotional materials, as needed.
8. Distribute local, state, and national promotional materials to all Metro locals.
9. Develop a system to ensure membership materials are distributed to members and potential members.
10. Secure updated personnel actions (new hire lists, retiree lists and updated employee lists) from central offices.
11. Plan and conduct activities for new employees in each local.
12. Meet with local officers, membership chairpersons, association representatives and member organizers in each local to plan and implement membership drives in Metro locals.
13. Recruit at all system-wide meetings (professional development, in-service, etc.)
14. Aggressively pursue year-round membership recruitment and retention.
15. Develop reporting systems in each local for weekly reports on membership.

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*

16. Plan and conduct follow-up membership campaigns for maximizing organizing opportunities.
17. Work collaboratively with all GAE employees.
18. Research and keep informed on latest education issues and trends.
19. Support and promote the goals and programs of GAE and NEA.
20. Utilize technology for communications and completion of assignments.
21. Be able to use NEA360 and/or VAN as assigned or as necessary to organize, track, and implement GAE and NEA Goals.
22. File all required reports on a timely basis.
23. Understand and adhere to GAE expenditure policy.
24. Provide your manager and Metro local a monthly schedule of daily worksite visits for membership recruitment/engagement.
25. Perform other duties as assigned by the Executive Director or designee.

**Location:** GAE Headquarters

To apply for the GAE Metro Organizational Specialist position, send a cover letter and resume to Dr. Craig Carter at [craig.carter@gae.org](mailto:craig.carter@gae.org). Deadline to apply is Friday, October 13, 2023, at 5:00 p.m. EST.

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