



**Georgia Association of Educators  
Field Manager  
NOTICE OF VACANCY**

**POSITION TITLE:** UniServ Field Manager  
**DEPARTMENT:** Affiliate Relations  
**IMMEDIATE SUPERVISOR:** Dr. Craig Carter, Executive Director  
**EMPLOYEE GROUP:** GAE Management  
**LOCATION:** GAE Headquarters  
**HOURS/STATUS:** Full Time /Permanent  
**SALARY:** Based on experience  
**CLOSING DATE:** 11/30/2023, 5:00 p.m. EST

**Summary of Position:**

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The GAE Field Manager must bring visionary leadership and focus on building power and capacity throughout Georgia. The GAE Field Manager must be able to work in a highly supportive and collaborative manner with the Executive Director, GAE Leadership Team, GAE Board Members, and GAE's management team. The successful candidate will have demonstrated experience in management, leading and organizing. The qualified individual's job duties will include organizational and program development to increase/maintain association membership. The GAE Field Manager will support the organization's articulated programmatic priorities 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 GAE Field Manager:** The basic personal, educational, and experience qualifications for the position of GAE Field Manager are as follows:

1. Bachelor's Degree and demonstrated relevant experience.
2. Demonstrated commitment to diversity, equity, and inclusion.
3. Demonstrated exceptional leadership and management abilities.
4. Effective oral and written communication skills.
5. Demonstrated exceptional problem-solving abilities
6. Ability to adapt actions to needs under strenuous and/or adverse circumstances.
7. Demonstrated exceptional skills in human relations.
8. Dedication to the values, philosophy, and mission of the Association.
9. Demonstrated exceptional skills in managing a complex work environment.
10. Analyze and provide creative solutions for educational issues.
11. Knowledge and understanding of techniques and strategies for the promotion of membership.
12. Demonstrated expertise in organizing, membership representation, and political action.
13. Experience in staff evaluation and providing feedback of job performance.
14. Knowledge and skills of utilizing Microsoft, Outlook, and Excel programs.
15. Ability to work collaboratively with all departments including legal and public policy advocacy.
16. Ability to manage multiple projects and processes simultaneously.
17. Expertise in local association programs and operation, local-state-and NEA structure/programs.

**UniServ Field Manager Job Description:** The UniServ Field Manager reports to the Executive Director. The Field Manager supervises and supports all GAE field staff and directs all GAE operations in field offices located throughout Georgia. The Manager is responsible for the allocation of resources that support local associations and leaders, organizing, promoting the election of GAE recommended candidates, and providing counsel to staff on membership issues related to advocacy, recruitment, organizing, and employment matters.

The duties and responsibilities of the UniServ Field Manager include, but are not limited to the following:

The GAE Field manager will be responsible for the following:

1. Managing UniServ staff and fiscal resources within the UniServ department, including staff supervision, evaluation, deployment, coordination and support;
2. Manage and direct resources to support membership and issue campaign organizing across the state as determined by the GAE budget and grants;
3. Manage and direct resources to support the growth of local associations in GAE and efforts to build capacity of locals.
4. Advise and counsel field staff on membership issues related to advocacy, contracts, and employment matters;
5. Screening, hiring and/or assist in the hiring of UniServ staff; providing for staff operations, professional development, and coordination of UniServ staff;
6. Participate in weekly field check-ins with UniServ and GAE management;
7. Advancing diversity, equity and inclusion perspectives and initiatives as set by the GAE Board;
8. Focusing on the development and implementation of the GAE's organizing strategies and supporting systems that increase the capacity to achieve mission;
9. Carefully organize, plan, and carryout Fall and Spring Membership Blitzes across Georgia.

*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.*

10. Complete NEA grants to secure appropriate funding for organizing projects across the Association, including the NEA UniServ Grant.
11. Assisting leadership in the development of strong, effective local GAE/NEA affiliates.
12. Meet with individual UniServ staff weekly to discuss overall strategy, progress on goals, work plans, and resource coordination.
13. Assisting in establishing and maintaining effective relationships with leaders, members, and legislators within districts.
14. Providing supporting services to the GAE Board of Director members and committees as assigned.
15. Administering the UniServ policy and guidelines in accordance with the NEA-GAE UniServ contract.
16. Administering the GAE budget for UniServ directors in coordination with the Executive Director.
17. Other duties as assigned.

**Location:** GAE Headquarters

To apply for the GAE UniServ Field Manager position, send a cover letter and resume to Dr. Craig Carter (GAE Executive Director) at [craig.carter@gae.org](mailto:craig.carter@gae.org). Deadline to apply is Thursday, November 30, 2023, at 5:00 p.m. EST.

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