



**UniServ Director  
Based in Santa Fe, NM**

The National Education Association of New Mexico is seeking qualified candidates for **UniServ Director** for Central New Mexico, based in Santa Fe, NM, with local assignments throughout the state. NEA-NM is a member-driven labor union that represents educators across New Mexico.

The ideal candidate will possess proven union organizing and project management skills, work well in a team environment as well as independently, and monitor and address the needs of the members they serve. They will be creative, flexible and enjoy performing a wide variety of tasks.

**Required Qualifications:**

- Extensive experience of labor and/or community organizing.
- Knowledge and experience in collective bargaining.
- Knowledge and experience in grievance adjudication.
- Knowledge and experience in political and legislative organizing.
- Knowledge and experience in conducting leadership training programs.
- Employment or leadership experience in an advocacy organization such as national or state education unions, or other labor organizations.
- Knowledge and experience in Microsoft Office, member databases, and other technologies.
- Must have a valid driver's license, reliable vehicle, and be able to be insured at the minimum levels required by New Mexico law.

**Strong candidates will possess the following:**

- Ability to actively involve and organize members around a variety of issues and have a desire to deepen a culture of organizing within the organization.
- Membership recruitment and retention expertise.
- Ability to identify local leaders and mentor them.
- Ability to collaborate with leaders to build capacity and strong structures.
- Research/analytical skills.
- Manage a high volume of work with efficiency: Has or can create a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed.
- Acknowledges mistakes and turns them into learning opportunities.
- Strong sense of ownership and resilience: Plans ahead and finds alternative paths, when needed, to get to the finish line. Bounces back from setbacks and rejections. Holds a high bar even when things are hectic.
- Leadership skills, including the ability to think strategically, facilitate dialogue for shared results and facilitate problem-solving through a variety of strategies.
- Strategist's mind: Quickly grasps the subtleties of complex issues and identifies patterns in challenges. Produces insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change. Has a successful record of taking a concept from idea to implementation.
- Vision and goal setting: Adapts to the evolving needs of the organization and thinks steps ahead to develop solutions that achieve goals in their realm.
- Entrepreneurial and resourceful: Consistently overcomes challenges and leverages resources to creatively solve problems. Proposes solutions to issues without much guidance (but is not afraid to ask questions). Proactively asks for help, anticipates problems, and course-corrects where needed.

- Attentive, empathetic leadership: Enthusiasm for meeting and engaging with people. Empathizes with the communities we serve. Able to put people at ease, especially when there are lines of difference. Listens closely to understand needs or concerns and takes steps based on that input. Gets back to people in a timely manner. Takes pride in providing clear, helpful information. Builds authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities. Follows through on commitments.
- Support and facilitate integrating racial and social justice goals into the work.
- Effective communication skills and ability to build and maintain positive working relationships while working with a variety of leadership styles and perspectives.
- High standards of excellence, personal integrity, the use of sound judgment, and knowledge and sensitivity to cultural and personal differences.
- Willingness to work long hours including evenings, weekends, and travel extensively to local associations within the state.
- Perform other duties and responsibilities as assigned.

**Educational Requirements: Bachelor's degree required; Masters preferred.**

**Supervision:** The employee works under the general direction of the Executive Director and/or designee and is expected to work independently and with a minimum of supervision.

**Pay and Benefits**

This position is a full-time bargaining unit position. Compensation is dependent on experience in accordance with the collective bargaining agreement between the National Staff Organization of New Mexico and the NEA-NM. We also offer a robust benefits package including fully paid medical, dental and vision plans, a fully paid pension plan (NEA pension plan), a 401k plan with employer contributions, and paid holidays, vacation days, personal days, and sick time.

**Assignment:** This UniServ position is assigned to Santa Fe, as well as other locals, primarily in the region. The selected candidate will need to live within a one-hour commute of Santa Fe.

**NEA-NM IS AN EQUAL OPPORTUNITY EMPLOYER**

*NEA-NM is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at NEA-NM are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.*

**To Apply:**

Please email cover letter and résumé with contact information to Lori Ortega at [lortega@neanm.org](mailto:lortega@neanm.org)