



*Montgomery County Education Association*

## **Organizational Specialist, Political Action**

**Based in Rockville, MD**

**PROGRAM AREA:** Public Affairs  
**POSITION TITLE:** Organizational Specialist, Political Action  
**BARGAINING UNIT:** Professional Staff Organization  
**REPORTS TO:** Managing Director of Public Affairs  
**STARTING SALARY:** \$89,288.96

MCEA is seeking an experienced and energetic political organizer to join our team. The vision and goals for the MCEA political program are established and driven by MCEA member leaders. This organizational specialist is responsible for working collaboratively with members and MCEA staff to create and implement strategic tactical plans to fulfill the vision and goals. The political action organizational specialist will also work to advocate for progressive and bold pro-public education policies at the Montgomery County Board of Education, Montgomery County Council, and the Maryland General Assembly. They must be able to organize and effectively communicate at all levels – with grassroots communities, established community leaders, elected decision-makers, and MCEA members. Attention to detail, self-motivation, high energy, passion for the MCEA mission, and commitment to a member-led, democratic union are essential to success in this role.

### **ESSENTIAL JOB DUTIES**

- Work with the Managing Director of Public Affairs to develop department goals and execute strategic plans to implement MCEA's political organizing strategies, advancing the Union's political and policy priorities and building the Union's power.
- Serve as the staff liaison and advisor to MCEA's Political Action and Legislative Support (PALS) committee. Bring information forward to the PALS committee to develop recommendations for the Board of Directors.

- Learn and understand MCEA's annual strategic plan and work with PALS, supervisor, and colleagues to design and implement tactical plans that meet the goals of the strategic plan.
- Leads on, participates in, and ensures member involvement in lobby days, town hall meetings, elected official accountability activities, voter registration drives, and electoral work (e.g. candidate interviews, vote-by-mail chase program, and GOTV activities such as canvassing, phone banking, literature drops).
- Design and drive public pressure campaigns.
- Monitor legislation and prepare members to lobby on legislation as it pertains to MCEA members.
- Develop relationships with key local and state allies, legislators, key office holders and their staff, other unions, and progressive organizations.
- Track board of education and county budgets.
- Evaluate political campaigns at the local and state level (candidates, legislation, ballot measures) and be able to educate members and MCEA staff about these campaigns.
- Own and participate in the successful implementation of the MCEA Apple Ballot process (endorsements, volunteer recruitment, PAC fundraising, distribution to voters, etc).
- Provide support to internal field staff for the recruitment, training, leadership development, and coordination of member political activists for political fundraising, electoral campaigns, and lobbying.
- Work with staff and members to integrate political strategy into planning for contract and organizing campaigns.
- Prepare and/or support the creation of member education materials.
- Support members in building effective advocacy relationships with elected officials, community partners, and other stakeholders as part of MCEA strategic plan.
- Serve on internal project teams (intra and inter departmental).

#### **QUALIFICATIONS:**

- Minimum of three years of political organizing or campaign experience with a labor union, state or local organization, non-profit community organization, or progressive elected official.
- Experience with elements of comprehensive strategic campaigns, such as media, research, field, communications, and GOTV programs.
- Knowledge of county and state legislative and budget processes and local and state political landscape.
- Ability to craft and implement electoral and legislative plans.
- Understanding of the state's ballot initiative process and of federal, state and local campaign finance regulations.
- Superior oral and written communication skills.
- Outstanding interpersonal skills with a demonstrated ability to motivate, lead, build strong working relationships, and hold others accountable.
- Demonstrated ability to contribute to creating a positive work environment that encourages personal responsibility, initiative, and innovation.

- Proven ability to work with diverse groups of people, from union members to union staff, and member leaders to elected officials, to other community and issue stakeholders.
- Fluency in a second language is desirable.

## **REQUIREMENTS**

- Salaried position
- Work is on site/in person.
- Travel is required, primarily within Montgomery County.
- Must possess a valid driver's license, must have auto insurance that covers business driving, and must possess an automobile for business use.

## **COMPENSATION**

MCEA offers a competitive salary based on the negotiated agreement with the Professional Staff Organization. MCEA also provides a comprehensive benefits package including medical, dental, vision and prescription drug coverage, retirement savings plan, and long-term disability insurance.

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

- Requires nonstandard work hours including night, weekend, and holidays.
- Work is performed in a variety of settings – in schools, school district offices, a typical office work environment, and outdoors.
- This position requires frequent driving throughout the county to various locations.
- Must be able to occasionally remain in a stationary position up to 50% of the time.
- The person in this position needs to regularly move about inside the office to access materials, office equipment, attend meetings and events, etc.
- The person in this position needs to regularly move about inside other locations to meet with public officials and community members, traverse member worksites to conduct one-on-one conversations and group meetings, support members in collective action, etc.
- Constantly operates a computer, cell phone, and office productivity machinery, such as a copy machine and computer printer.
- Frequently moves equipment & supplies weighing up to 25 pounds for various meeting and event needs.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

- Occasionally works in outdoor weather conditions to support member activities (e.g. rallies, picket lines) and conduct political campaign activities (e.g. precinct/neighborhood canvasses, apple ballot distribution, literature drops)

## **DISCLAIMER**

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. MCEA retains the right to change or assign other duties to this position.

## **EQUAL OPPORTUNITY EMPLOYER**

*MCEA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

## **APPLICATION PROCESS**

Position will be open until filled. Qualified applicants should send cover letter, résumé, and 3 writing samples to: Lindsay Barrett, Acting Managing Director of Public Affairs, c/o Michelle Hughes at: [mhughes@mceanea.org](mailto:mhughes@mceanea.org)

**Subject:** OS, Political Action