

VERMONT-NEA STAFF POSITION ANNOUNCEMENT BILL OF RIGHTS PROJECT LEAD/STAFF ANALYST

Vermont-NEA is the state's largest union, representing 16,000 public school educators who work and live in every community in the state. We are dedicated to making our publicly funded schools great places to work so that Vermont's students get the outstanding public education they need and deserve.

Position Overview

Vermont-NEA recently was awarded a three-year grant from its national parent organization, the National Education Association (NEA), to launch a statewide "Bill of Rights" campaign in Vermont. The campaign will focus on increasing the wages and improving the working conditions of both licensed educators and support staff in Vermont's schools. While the initial funding is for three years, Vermont-NEA is committed to sustaining the Project Lead/Staff Analyst position beyond the grant period to continue advancing the campaign's goals.

The Project Lead/Staff Analyst will be responsible for conducting in-depth research and providing logistical leadership to ensure that the Vermont Educators' Bill of Rights campaign becomes a foundational part of everything the union does. The successful candidate will lead the efforts of a 15-member Bill of Rights Task Force and align them with the union's collective bargaining, organizing, communications, and legislative priorities. This person must possess superior analytical skills, strategic thinking, and demonstrate success in project management.

To apply, please send a cover letter, resume, two writing samples, at least one letter of reference, and names and contact information of three references to Jeff Fannon, Executive Director, Vermont-NEA, via PDF format to kferguson@vtnea.org. Inquiries may be directed to kferguson@vtnea.org or (802) 224-2409. **Application deadline: 4:30 p.m., May 19, 2025.**

Key Responsibilities

Project Management

- Coordinate and lead all efforts of the member-led Bill of Rights Task Force.
- Engage directly with Vermont-NEA staff and Vermont-NEA members and local leaders through meetings and events to develop and implement the Bill of Rights campaign's aim to increase wages and improve working conditions for Vermont educators.
- Design, implement, and evaluate membership recruitment strategies and programs to grow union membership.
- Develop and oversee programs and initiatives aimed at enhancing member engagement and satisfaction.
- Collaborate with union leadership to align program goals with overall organizational objectives.

Research and Analysis

- Conduct relevant research that supports the collective bargaining efforts of local associations, including analysis of CBAs, current and pending contract settlements, fact-finding presentations, and other factors affecting how Vermont-NEA supports local negotiators at the bargaining table.

- Conduct comprehensive research and analysis of labor market trends, industry standards, and employer practices to support the Bill of Rights campaign.
- Develop and provide detailed reports and recommendations on bargaining language, compensation structures, and benefits that further the goals of the Bill of Rights campaign.

Stakeholder Engagement

- Work closely with local union members, leadership, and external partners to identify needs and opportunities to advance the Bill of Rights campaign.
- Facilitate workshops, training sessions, and meetings to educate and engage members on key issues and initiatives related to the Bill of Rights campaign.

Qualifications

- Bachelor's degree in Public Administration, Labor Relations, Social Sciences, or a related field. Master's degree, or an equivalent combination of education and experience from which comparable knowledge and skills may be acquired.
- Strong analytical and research skills with the ability to interpret and present complex data.
- Proven ability and experience designing and implementing successful union membership recruitment and engagement strategies.
- Excellent written and verbal communication skills, including the ability to prepare clear and compelling reports and presentations.
- Familiarity with labor laws, collective bargaining processes, and union operations.
- Ability to work collaboratively in a team-oriented environment and engage effectively with diverse stakeholders.

Additional Qualifications

- Union experience at the local, state, or federal level.
- Commitment to racial justice, social justice, and eliminating economic inequality.
- Vermont-NEA is a Microsoft Office workplace. Competence in Excel, Word, and other applications is required.

The position is based in Montpelier, Vermont.

The position reports to the Vermont-NEA Executive Director.