



VANCOUVER EDUCATION ASSOCIATION, INC.  
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VANCOUVER EDUCATION ASSOCIATION  
**ANNOUNCEMENT OF OPENING FOR POSITION OF  
EXECUTIVE DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER**

Post Date: March 3, 2021

The Vancouver Education Association is seeking applicants for the position of Executive Director and Chief Administrative Officer. A job description is included on the following pages. This position is anticipated to begin August 1, 2021.

**Location and Demographics:** The Vancouver Education Association office is located at 2509 Broadway Street in Vancouver, WA. Our location in Southwest Washington provides a full range of recreational and cultural activities.

Currently, the Vancouver Education Association supports the 1600+ certificated staff members of the Vancouver Education Association. We are affiliated with the Washington Education Association (as a local option) and the National Education Association. The Association is committed to leadership development and invests significant resources to support the growth of leaders. The Association works with a high degree of collaboration within and between our VEA commissions including but not limited to the negotiations commission, rights and responsibilities commission, budget commission, and Equity commissions.

- We are a member-driven organization and provide members the opportunity to lead, learn, and broaden the impact of the Vancouver Education Association.
- We pride ourselves on being a leader in our state and this is borne out by program offerings in professional development, diversity and inclusivity work, and member engagement opportunities for a broad range of our membership, from new educators to pre-retirees.
- VEA is a leader statewide in union and PAC membership recruitment and retention, aggressive compensation and benefits agreements, member organizing and political action.
- VEA looks to advance our work in professional development, community engagement, and anti-racism initiatives, while maintaining our aggressive stance in our current work.

The Vancouver Education Association currently negotiates exclusively with Vancouver Public Schools #37, the ninth largest district in Washington, with an enrollment of 23,400 students. Collective bargaining with interest-based labor management is used in formal and informal negotiations with the district. Labor relations with the Vancouver School District are typically collaborative.

## Application Process

A completed VEA application is required. Applications should include all pertinent information which will be useful in determining the candidate's qualifications for the position, and should minimally include:

- Cover Letter to include how you will support the mission of VEA as well as actions you have taken to support these values.
- Updated résumé reflecting qualifications for this position.
- Signed VEA application form that includes:
  - A statement demonstrating history and/or experience working with communities of color and/or with historically underrepresented groups to enhance civil rights; experience with union activism and/or political engagement on behalf of civil rights issues.
  - A list of three additional professional references (names, address, and phone).
- Two samples of applicant's written communication skills (any documents are acceptable (e.g. letters, newsletters, flyers, event arbitration briefs, solely authored by the applicant); and
- Two written professional reference letters (at least one of these should be a letter from your current employer if possible).

Applications may be obtained via the VEA website ([www.vancouverea.org](http://www.vancouverea.org)), email [cbrown@washingtonea.org](mailto:cbrown@washingtonea.org) or by contacting VEA at (360) 695-3397. The deadline for receipt of the application and requested supporting documents is **on or before 5:00 PM on March 31, 2021**.

The application and supporting documents may be submitted via e-mail, fax, or mail to:

Vancouver Education Association  
2509 Broadway Street  
Vancouver, WA 98663  
Phone: 360-695-3397  
Fax: 360-694-8337  
[cbrown@washingtonea.org](mailto:cbrown@washingtonea.org)

*The Vancouver Education Association is an equal employment opportunity employer. It is the desire of the Vancouver Education Association to interview applicants from an applicant/interview pool that reflects the diversity of the greater community for each vacancy as it occurs.*

## **JOB DESCRIPTION EXECUTIVE DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER**

**Supervision:** The successful applicant will be under the direction of the VEA President and the Executive Board.

### **Primary responsibilities of the position:**

- Supports and advances the mission, goals, core values and priorities of the VEA.
- Shapes and maintains shared responsibility for creating an institutional environment that supports accountability for anti-racism and inclusion.
- Provides counsel, advice, and representation to individual members.
- Serves as an advocate and the designated primary investigator, researcher of facts, and drafter of potential courses of action for the remediation of problems as identified by the leadership, a group of members, or an individual member.
- Serves as chief administrative officer of the association.
- Provides leadership and guidance in the development and implementation of association programs and organizational strategies that create a member-driven culture.
- Serves as Business and office manager (oversight)
- Represents the association to the school district, liaison with professional organizations, and works collaboratively with WEA.
- Collective bargaining and contract administration.
- Crisis organizing and management.
- Presents, represents and interprets the VEA and its programs to the membership and public.
- Community organizing for clearly stated goals or objectives.
- Political action.
- Achieve a strong local that involves members and advocates for their interests.
- Serves as a consultant to the key commissions of the Association; assists with training in their duties, providing background and current information, and preparing research and drafts of proposals necessary to help each group achieve its purpose.
- Develops and delivers training in the areas of member rights, advocacy, collective bargaining, cultural competency, organizational development and leadership, and other areas as directed.
- Engaging diverse communities, including historically under-represented groups and communities of color.

## **Minimum job requirements and essential functions**

- Ability to work with diverse groups and individuals, including experience working with communities of color and/or historically underrepresented groups.
- Ability to identify, incorporate, and promote best practices to transform our association to one that is actively anti-racist and inclusive.
- Strong interpersonal skills that build and maintain collaborative relationships.
- Strong communication (verbal, written, through various media) skills.
- Ability to organize people and build consensus.
- Ability to think creatively and work with all stakeholders to resolve problems, issues, and conflict.
- Strong work ethic, ability to perform under pressure and to manage a flexible work schedule.
- Masters degree and/or comparable experience.
- Strong technology skills (e.g. Microsoft/Google Suite, social media platforms, video-conferencing tools).
- Collective bargaining experience in a variety of styles.
- Experience with contract maintenance and member rights protection.
- Involvement with union activism, political action and/or lobbying around local, state, and federal educational and social justice issues.
- Experience with developing and facilitating member training programs.
- Ability to mediate sensitive interpersonal situations.
- Working knowledge of school district budgets and education funding in the State of Washington.
- Ability to travel both in and outside the State of Washington.
- Ability to obtain a valid Washington State driver's license, have a satisfactory driving record, and a dependable automobile for Association travel. Proof of automobile insurance with liability limits of at least \$100,000/\$300,000 required.
- Other duties as assigned.

## **Preferred job requirements**

- 5 or more years working as an organizer in an education union setting.
- 5 or more years' experience with internal, new member and/or community organizing.
- Experience as an education employee or working directly with education employees.
- Staff or Association leader experience in education associations, local, state, or national school employee organizations, or professional organizations.
- Knowledge of special programs (e.g. special education, bilingual, gifted, etc.)
- Experience in facilitating organizational change.
- Experience as a UniServ staff or comparable union work.
- Experience in public relations or as a media spokesperson.

## **Salary range and benefits**

Annual salary range: Mirrors the \*WEASO Salary Schedule E for a Level V - \$109,304 to \$155,912

### **Benefits:**

- Full Family Medical, Dental and Vision Insurance
- Life Insurance
- Long-Term Disability Insurance
- Accidental Death and Dismemberment Insurance
- Personal, Sick and Vacation Leaves
- Paid Holidays
- Defined Contribution Plan (401K) and Employer Sponsored 457B Plan
- Member of Vancouver United Staff Association (VUSA), covered under an Employee Agreement with the VEA, Inc.

\*WEASO: Washington Education Association Staff Organization