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Charles Hasse, President
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May 17, 2002

ANNOUNCEMENT OF OPENING FOR POSITION OF

POLITICAL PROGRAMS COORDINATOR (Temporary Two-year Position)

Public Policy Center
Federal Way, Washington

The Washington Education Association is seeking applicants for the position listed above. A summary job description and application is included on the following pages. This position is currently available for internal applicants.

To be considered for this position the following documents are required:

- Cover letter
- Updated resume reflecting qualifications for this position
- Signed WEA application form
- Five (5) professional references

Washington Education Association application forms are required and may be obtained on the WEA Intranet. Select Human Resources then Job Announcements. Applications also may be obtained at the Washington Education Association located at 33434 8th Avenue South, Federal Way, WA 98003, or by calling Human Resources at (253) 765-7010 or 1-800-622-3393 extension 7010.

The deadline for receipt of cover letter, resume, signed application form and references is on or before **May 31, 2002**.

Please send your application to:

Washington Education Association
Attn: Teri Lynch, Human Resources Manager
33434 8th Avenue South
Federal Way, WA 98003
FAX (253) 765-7110

THE WASHINGTON EDUCATION ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS THE DESIRE OF THE WASHINGTON EDUCATION ASSOCIATION TO INTERVIEW APPLICANTS FROM AN APPLICANT/INTERVIEW POOL THAT REFLECTS THE DIVERSITY OF THE GREATER COMMUNITY FOR EACH VACANCY AS IT OCCURS.

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SUMMARY JOB DESCRIPTION

Position Announcement: Political Programs Coordinator (Temporary two-year position)

Supervision: The successful incumbent will function as a member of the Public Policy Center of the Washington Education Association. The Political Programs Coordinator shall report to the manager and director of the Public Policy Center and shall be based in the Federal Way office.

Responsibilities:

- Develop and coordinate a statewide political program that includes Federal, state, legislative and school board races.
- Work as a member of the Public Policy Center in planning, developing, and implementing WEA's political program with members, staff and managers.
- Design and implement political action trainings statewide, specifically in key electoral races.
- Manage the WEA pro-education voter file.
- Design and implement strategies around ballot initiatives, including school, local, county and regional jurisdictions.
- Provide training and skill development for staff, leaders, and volunteers to increase the member involvement in political action and public policy arenas.
- Obtain a working knowledge of rules and regulations regarding political operations.
- Perform other duties as required.

Minimum job requirements:

- BA/BS Degree or equivalent. Areas of study should be public administration, labor relations, political science and/or public policy.
- Experience in developing and providing training to diverse groups on complex, emotional and highly regulated issues.
- Experience with large databases of membership and financial data and presenting this information to decision-makers.
- Experience in organizing individuals/groups around political issues.
- Experience working with large broad-based volunteer organization.
- Understanding of the political system at the local, state, and national levels.
- Excellent interpersonal and written communication skills.
- Knowledge of and demonstrated proficiency in a variety of training methods, materials and technologies.
- Possess the ability to work effectively in a team environment with other Public Policy members, Association staff, members and governance.
- Proven ability to lead and motivate individuals and teams.
- High energy and willingness to work flexible hours.
- Computer experience/skills, i.e. word processing, e-mail and Internet, etc.
- The ability to obtain a valid Washington State driver's license, satisfactory driving record, and have a dependable automobile for Association travel with insurance limits of at least \$100,000/\$300,000 required.
- Support and advance the Washington Education Association mission, goal and

objectives.

Preferred job requirements:

- An advanced degree desired.
- Successful educational employee experience.
- Professional staff experience.
- Experience in local, state and/or national employee or political organizations dependent upon volunteer membership.
- Experience with IBM PC and knowledge of Microsoft Office software.

Salary and benefits:

Minimum monthly salary:

Level 5 - \$5,742

Benefits:

Medical, dental, vision and life insurance

Sick, vacation and personal leave

Long term disability

Employer paid retirement plan

401(k) plan

Covered by the WEAWEASO Collective Bargaining Agreement

Application procedure and references:

In order to be considered for this position, a completed and signed WEA application form including resume, cover letter and five (5) professional references must be received on or before **May 31, 2002**.

Applicants must list the names of five (5) references that have a professional knowledge of the applicant's background and work experience. Reference information must include current mailing addresses, contact names and telephone numbers.

Application forms available for printing.

The MISSION of the Washington Education Association
is to make public education the best it can be for students, staff and communities

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