



Kentucky Education Association
Job Description
Professional Staff Position

Position title: Government Relations Specialist
Immediate supervisor: Assistant Executive Director
Location: 401 Capital Avenue, Frankfort, KY 40601
Position status: Full-time, professional, permanent, exempt

The Kentucky Education Association is seeking applicants for a full-time Government Relations Specialist to coordinate KEA's lobbying and political activities.

General Description of the position:

The Government Relations Specialist is responsible for: coordinating the lobbying efforts of the Association; keeping abreast of education issues at the local, state and national levels; regularly communicating with and advising governance and management on legislative and political issues of importance to the Association; communicating with members and the general public through approved channels regarding those issues as appropriate; and assisting members and staff in targeted political activity. The Government Relations Specialist also supports the Association's procedure for endorsement of candidates, acts as liaison to assigned committees, assists with special projects, and performs such other duties as may be assigned by the Assistant Executive Director for Programs or the Executive Director.

KEA Mission and Vision:

KEA is the preeminent voice for quality public education. We unite, organize and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.

Association Values:

- **Advocacy:** uses effective, meaningful communication and action to promote the interests of school employees and public education
- **Collective Action:** works together to achieve common goals
- **Integrity:** demonstrates sincerity, trustworthiness and reliability
- **Professionalism:** directs sound judgment, empathy, and high standards
- **Respect:** consistently values individuals and their contributions
- **Unity:** lays the foundation for a strong association through shared vision

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.



Essential Position Responsibilities:

Support Organizational and Local District Goals: Coordinate and advocate for KEA/NEA programs and priorities with legislators, community members, KEA staff and members. Working in cooperation with governance and management, develop and/or implement political action, community/public relations, legislative support, and professional development activities and programs. Work with locals in development and implementation of their political action plans. Support and assist the elected leaders and representatives in carrying out their activities.

Advocate for Member Rights: Advocate for the rights of KEA members through legislative and political advocacy.

Operations Management: Maintain regular office hours at assigned work location. Attend legislative committee meetings, during session and in the interim. Attend meetings of locals, districts, and the state Association, as appropriate. Provide for regular two-way communications between the state, national, and local association membership.

Education & Experience:

- Bachelor's degree required, with a degree in political science, government or a related field preferred. Advanced degree desired.
- Demonstrated experience in member and issue organizing, membership promotion and development, and political action required.
- Recent experience as a registered lobbyist or similar experience in a position directly supporting legislators or state administration in developing policy, drafting bills and legislative committee work required.
- Excellent written and verbal communication, including public speaking skills required.
- Demonstrated understanding and experience working in political campaigns including maintaining a voter database.

Other requirements:

- Demonstrated ability to efficiently use technology including working knowledge of basic office software (Word, Excel, PowerPoint), internet, email
- Willingness and ability to access and properly use NEA/KEA online member database and information systems
- Willingness and ability to learn new technology
- Willingness and ability to work nights and weekends and the ability to travel are essential
- Valid Kentucky driver's license
- Ability to stoop, bend, reach, and carry light materials

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Technical Competencies:

Coaching/Mentorship: Helps members to acquire the awareness, confidence, and resources necessary to fulfill their potential within the association.

- Acts as a role model and example to others
- Assists, supports, and encourages others in identifying difficulties, prioritizing tasks, defining goals (i.e., developing a local organizing plan) and producing positive results
- Employs and encourages a feedback process
- Identifies and demonstrates supportive coaching behavior
- Identifies effective strategies for modifying behaviors and attitudes
- Recognizes and encourages performance excellence
- Shares expertise and provides informal advice

Ethics Knowledge: Possesses a clear understanding of the boundaries of acceptable activity within one's role and acts to ensure that the organization's interactions with members and others remain above reproach.

- Integrates federal and state statutes, regulations, policies and procedures with the purpose of recognizing ethical issues for which advice should be sought and knows what action to take including contacting ethics advisors and proper parties
- Maintains a comprehensive working knowledge of related statutes, regulations, policies, and procedures affecting assigned areas
- Understands and applies knowledge of, and promotes compliance with, appropriate statutes, regulations, policies, and procedures

Facilitation: Impartially guides individuals or a group with an overall goal of reaching consensus, solving problems or accomplishing tasks.

- Effectively distinguishes process from content
- Encourages divergent viewpoints to ensure final solutions are varied
- Establishes clear goals and purpose that outline the objectives
- Evokes participation and creativity from others
- Exhibits behaviors and techniques that enhance the quality of group processes
- Guides a group with an overall goal of reaching consensus, solving problems or accomplishing tasks
- Interjects and diverts group to the goals of the session

Labor Relations: Understands and demonstrates knowledge of laws, rules, regulations, case law, principles, and practices related to school employees in Kentucky.

- Applies knowledge of consensus building, negotiation, coalition building, and other non-adversarial approaches to problem solving and advocacy.

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Project Management: Completes procedures, documents, forms, reports and/or budgets that are essential to the day-to-day operations of a group, project, or program.

- Adheres to policies and procedures, including timeframes, for all milestones and requirements
- Answers and/or researches project-related questions
- Completes project documents and tasks
- Keeps managers aware of the status of projects being managed, including timeframes and document requirements, and key operational issues through formal and informal communications (e.g., status reports, e-mails, updates at meetings)
- Ensures that individual projects are progressing on time, on budget, and on target
- Develops a plan to ensure quality and manages project activities in a way that allows for an appropriate level of control based on role within a project
- Evaluates performance by reviewing progress toward goals and operational plans and makes adjustments as needed
- Identifies and analyzes environmental influences impacting a project
- Identifies key stakeholders in a project
- Maintains an awareness of potential high-risk practices and situations, and appropriately identifies, responds and alerts others to risks and issues as they develop

Training Program Administration: Promotes individual and organizational development through planning, designing, and managing legislative and political training programs/services.

- Continuously improves training programs
- Disseminates program information
- Evaluates effectiveness of training programs
- Identifies and deploys program delivery strategies and methodologies
- Schedule programs, staff, and participants

Writing – Professional: Conveys ideas and facts in writing using language the reader will best understand.

- Adapts the content, tone, style, and form to suit the needs of the reader, the subject, and the purpose of the communication
- Chooses the most effective and meaningful form to express ideas and information
- Composes clear, direct, concise, complete messages
- Organizes information so that facts or ideas build upon one another to lead the reader to a specific conclusion
- Uses bullet points, tables, or other tools to organize and present detailed or complex information
- Uses correct vocabulary, spelling, grammar, and punctuation
- Uses formal writing styles or advanced literary techniques and formats suited to the job
- Uses plain talk to explain complex or technical concepts

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- Writes a variety of communications, i.e., news releases, feature articles, pamphlets, fact sheets, social media communications and Q & As
- Analyzes information needs and determines/develops an information plan and communications products to meet these needs

Salary and benefits: Determined by the current negotiated contract between the KEA Board of Directors and KEA Staff Organization.

How to apply: Qualified candidates should submit a letter of interest describing their experience in the areas listed in the job description along with a resume by 5:00 p.m. EST on Friday, January 26, 2018. Please provide the names and contact information for three references, none of whom should be KEA staff or leaders. Complete application materials should be sent to: **Kayne Ishmael, Assistant Executive Director of Affiliate Relations, Kentucky Education Association, 401 Capital Avenue, Frankfort, KY 40601** or Kayne.Ishmael@kea.org

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