Kentucky Education Association
Job Description
Management Position

Title: Assistant Executive Director for Affiliate Operation

Reports To: Executive Director

Location: KEA Headquarters in Frankfort

General Description of the Position:

The Assistant Executive Director for Affiliate Operations manages KEA's field and assigned program staff. This manager works with other members of the management team to achieve KEA's mission and goals, focusing particularly on KEA's support for its local and district affiliates.

Primary Areas of Responsibility:

- Complete all parts of the hiring process, including revising job descriptions, advertising positions, reviewing applications, convening interview teams, interviewing candidates, and making a recommendation to the Executive Director for hiring both associate and professional staff assigned.
- Assure that KEA programs are implemented in the assigned areas of the state.
- Provide continuing coaching, guidance, and direction to assigned staff.
- Make recommendations to the Executive Director regarding assigned staff's probationary status.
- Implement the negotiated agreement between the KEA Board of Directors and the KEA Staff Organization.
- Work with the leadership of KEA-Retired and other staff to coordinate activities for retired members.
- Work with the leadership of the Kentucky Education Support Professionals Association and other staff to coordinate activities for ESP members.
- Work with leadership of the Kentucky Aspiring Educators and other staff to coordinate activities for AE members.
- Coordinates annual training programs, convening and coordinating the work of a staff team to devise the content, advertising the program, communicating with applicants, and contracting with a training facility.
- Assist assigned staff with maintaining excellent relationships with governance leaders.
- Provide primary support to assigned KEA governance groups, including committees and work teams.
- Participate in staff meetings, officer/manager meetings, managers' meetings, regional field staff meetings and assigned work groups.
- Assist with special projects and perform other duties assigned by the Executive Director.

Required Qualifications:

- Bachelor's degree required, advanced degree preferred.
- At least five years' superior experience working for NEA or a state or local affiliate, preferably in a field staff position.
- Personnel and project management experience preferred.

- Excellent written and verbal communication skills.
- Demonstrated ability to develop and deliver high quality training.
- Demonstrated high level of interpersonal skills, including forthrightness, conflict management, collaboration, problem-solving, trust, respect, and integrity.
- The ability to work with little supervision and also as part of a team.
- Demonstrated skill using technology, including Microsoft Office applications, Excel, and NEA 360.
- Demonstrated project management skills.
- Commitment to KEA's vision, mission and values.
- Strong work ethic and a willingness to work long hours, including many evenings and weekends.
- Willingness to travel extensively and often throughout Kentucky and to national meetings. Ability to maintain a valid Kentucky driver's license and personal automobile.
- Diligence in completing routine items in a timely manner, including expense vouchers, activity reports and other required paperwork.
- Ability to maintain the physical condition and stamina appropriate to the performance of assigned duties that may include sitting and standing for extended periods, operating office equipment, and using technology.

Compensation & Benefits: The Kentucky Education Association provides competitive compensation for all positions in the current labor market. The salary for this position will be determined by negotiation between the successful candidate and Executive Director. KEA currently provides medical, dental, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, KEA provides employer paid retirement, vacation leave, sick leave, and paid holidays.

How to Apply: Interested candidates should submit a cover letter and resume via email to **hr@kea.org**. Applications will be accepted through December 15, 2025.