



Hillsborough Classroom Teachers Association

3102 N. Habana Avenue, Tampa, FL 33607 | 813-238-7902 (T) 813-237-4541 (F) | www.hillsboroughcta.org

Vacancy Announcement – Member Services Specialist

Classification:	Professional B – Hillsborough Staff Organization Bargaining Unit
Location:	Hillsborough CTA Office – Tampa, FL
Reports to:	Executive Director
FLSA Status:	Exempt

Summary

The primary function of the Member Services Specialist is to visit schools on a regular basis, as well as work from the office, in order to organize members, provide information, answer inquiries, provide representation (both site based and at the district level), obtain feedback and handle day-to-day member services. Member Service Specialists also support the union generally by conducting training, serving as representatives to various union and/or district committees and other special projects. The Member Services Specialist shall report to the Executive Director.

Responsibilities

The Member Services Specialist is responsible for:

- Scheduling school visits on a regular basis. School visits shall include regular meetings with association representatives (ARs) and faculty meetings, as well as general HCTA meetings.
- Promoting membership in the schools and consistently working with ARs to establish and maintain organizing activities.
- Aiding ARs and members in the resolution of specific issues. This may involve handling grievances, complaints, inquiries, assisting with certification issues and providing related services.
- Representing members at non-renomination reviews, or other employment related meetings or hearings.
- Improving communications with members and potential members at assigned sites by keeping ARs informed on HCTA activities and providing necessary trainings or information.
- Preparing papers, articles, letters or other written communication as assigned by the Executive Director.
- Identifying key people to serve on committees and participate in HCTA activities.
- Assisting in the development of bargaining items.

- Serving as staff liaison to HCTA committees.
- Attending Representative Council meetings and all other general membership meetings or trainings unless excused by the Executive Director.
- Perform other duties incidental to the position as assigned by the Executive Director.

Qualifications

- A Bachelor's degree in education, labor relations or other relevant field is required. Four years of experience as an active union leader or staff may substitute for this requirement in extraordinary circumstances.
- A valid driver's license and reliable transportation are required.
- Proficiency with Microsoft Word, Excel, Outlook, and PowerPoint is required.
- Knowledge of issues in public education and public education unionism is required.
- Familiarity with techniques and best practices in labor organizing is required.
- A solid understanding of unions and labor relations with the ability to quickly develop a working knowledge of the collective bargaining agreements negotiated between Hillsborough CTA and Hillsborough County Public Schools, Hillsborough County School Board Policies, the Florida Public Employee Relations Act, Florida Statutes Title XLVIII, and Florida Administrative Code Division 6A is required.
- Direct experience as a lead negotiator for and/or grievance representative under a collective bargaining agreement is required.
- Strong English-language written and oral communication skills are required.
- Strong Spanish-language written and oral communication skills are preferred.
- At least two years of professional full-time experience as field staff for the NEA, AFT, or a state or local affiliate of the NEA or AFT is preferred.
- At least two years of experience as a rank-and-file worksite union leader is preferred.
- Experience developing and implementing campaigns to increase membership, mobilize around issues, and identify and develop union leaders is highly preferred.
- Experience coordinating mass job actions and leading or building new union organizing campaigns is preferred.
- Experience as an advocate in labor arbitration, proceedings under the Florida Administrative Procedure Act, or similar venues is preferred.

Compensation and Benefits

- The base salary for this position is \$65,245. Salary at hire is based on previous relevant experience consistent with the HCTA-HSO Collective Bargaining Agreement.
- Comprehensive employer-paid insurance package (medical, prescription, dental, vision, life, AD&D, and short/long-term disability).
- Employer-paid defined benefit (pension) and defined contribution (401(k)) plans.
- Generous holiday, sick leave, vacation leave, and paid parental leave policies.
- \$10,000 expense allowance for relocation to Hillsborough County.

About Us

The Hillsborough Classroom Teachers Association (HCTA) is the exclusive collective bargaining agent for a diverse group of approximately 19,000 Instructional and Education Support Personnel employed by the School District of Hillsborough County (SDHC). SDHC is the 7th largest school district in the country; HCTA-represented employees work at over 240 school and administrative office sites throughout Hillsborough County.

Application

Interested individuals should send a cover letter, resume, three professional references, and a portfolio of work product demonstrating the ability to perform the duties and responsibilities of this position to HCTA Executive Director Brittni Wegmann via e-mail at Brittni.Wegmann@floridaea.org. This position will be open until filled. Candidates who apply before June 30, 2024, will receive preferential treatment. Please contact HCTA's office at 813-238-7902 or Brittni.Wegmann@floridaea.org to request an accommodation during the application process.