

## **IOWA STATE EDUCATION ASSOCIATION CONSTITUENCY ORGANIZER**

**Title:** Constituency Organizer

**Job Classification:** Professional Staff Bargaining Unit

**Reports To:** Executive Director

**About ISEA:** *The Iowa State Education Association (ISEA) represents preK-12 educators, education support professionals, community college faculty, Area Education Agency professionals, retired educators, and aspiring educators with contracts covering more than 50,000 employees. ISEA's mission is to advocate for policies and practices that elevate the profession and public education while placing students at the center of everything we do.*

### **Job Summary:**

The Constituency Organizer is responsible for organizing, developing, and expanding ISEA programs and membership among key constituencies, including the Aspiring Educators Program, EdRising Program, Retired Committee, and Education Support Professionals (ESPs). They will work collaboratively with members and volunteer leaders to strengthen existing programs, develop new leaders, establish new chapters, increase participation and membership, and expand ISEA's presence among these groups. The position combines organizing, leadership development, member engagement, program development, and staff liaison responsibilities.

This position is based out of ISEA headquarters in Des Moines.

### **Essential Duties and Responsibilities:**

#### **Development, Organizing, and Membership Growth:**

- Develop leadership development opportunities, training, and resources tailored to the needs of the EdRising program, Aspiring Ed program, Retired Committee, Multicultural Committee, and ESP committee.
- Conduct outreach, recruitment, and organizing activities through in-person meetings, events, presentations, phone calls, digital communications, and other appropriate methods.
- Develop and implement organizing strategies to recruit, engage, and retain members in coordination with UniServ staff.
- Develop and maintain organizing plans and track measurable goals, organizing activity, participation, program and membership growth, and adjust strategies as needed.

#### **Program and Chapter Development for EdRising and Aspiring Educators:**

- Evaluate existing programs and identify opportunities to strengthen, expand, and increase participation.

- Develop new programs, activities, and engagement opportunities based on the needs and interests of each constituency.
- Identify potential locations, institutions, associations, and communities for new chapter development.
- Work with members and prospective members to establish and sustain new chapters and organized groups.
- Develop resources and tools that support chapter development, member recruitment, leadership development, and ongoing engagement.

#### **Staff Liaison Responsibilities:**

- Serve as the primary staff liaison to the Aspiring Educators Program, EdRising program, Retired Committee, Multicultural Committee, and ESP Committee.
- Work with committee and program leaders to establish goals, priorities, activities, and strategies that support the growth and engagement of each constituency.
- Coordinate and support committee meetings, events, programs, training, and other activities.
- Maintain regular communication with committee members, program participants, and volunteer leaders.
- Support the development and implementation of annual plans and goals for each assigned constituency.

#### **Communications, Engagement, Outreach, and Relationship Building:**

- Work collaboratively with ISEA communications staff to develop messaging and outreach materials that support recruitment, organizing, engagement, and program growth.
- Promote constituency programs, events, activities, and opportunities for involvement.
- Develop and maintain strong relationships with higher education institutions, school districts, local associations, community organizations, and other partners relevant to assigned constituencies.
- Serve as a knowledgeable and accessible resource to members and prospective members.

#### **Required Qualifications:**

- Bachelor's degree in education, communications, organizational development, social work, labor studies, public administration, or a related field, or equivalent combination of education and relevant experience.
- Demonstrated experience in organizing, membership recruitment, leadership development, community engagement, advocacy, or a related field.
- Strong interpersonal and relationship-building skills with the ability to connect with individuals from diverse backgrounds and experiences.
- Demonstrated ability to motivate, engage, and develop volunteer leaders.
- Ability to translate complex information into clear, concise, and engaging language.

- Excellent organizational and time-management skills with the ability to manage multiple projects, programs, and priorities.
- Ability to work independently while also collaborating effectively with staff, members, and volunteer leaders.
- Experience working in a labor union, membership organization, nonprofit, education organization, or advocacy organization is preferred but not required.

**Supervisory Responsibilities:** None

To apply, please [CLICK HERE](#) to email ISEA a copy of your resume.