

OCSEA Job Posting

Send Cover Letter, Resume and Completed Application to: Wanda Madison, OCSEA Human Resource Manager, 390 Worthington Road, Westerville, OH 43082 or wmadison@ocsea.org. Obtain Application at www.ocsea.org (at the bottom of the page under “employment”)

DIRECTOR, UNION EDUCATION TRUST

Department	Union Education Trust	Reports To	Chief of Staff
FLSA Status	Exempt	Position Type	Director

Position Objective

Administer, coordinate, evaluate, and improve Union Education Trust educational programs and workforce development initiatives. The Director supports program development, curriculum coordination, education-provider relationships, program evaluation, policy implementation, reporting, and stakeholder communication to ensure UET programs meet member, Trustee, and organizational goals.

This position requires the incumbent to be physically present in the office five days per week, Monday through Friday. Remote or hybrid work is not available.

Essential Duties and Responsibilities

Program Administration and Coordination

- Plan, coordinate, develop, and monitor UET educational and workforce development programs.
- Identify, coordinate with, and support education providers and program partners.
- Support requests for proposals, provider reviews, curriculum coordination, program budget monitoring, and project progress tracking.
- Develop, implement, and monitor procedures and policy recommendations designed to achieve intended program outcomes.
- Coordinate with union, agency, and stakeholder representatives to support educational assistance, workforce development, work redesign, agency-specific projects, and member training initiatives.

Program Evaluation and Improvement

- Develop, implement, and maintain evaluation tools and strategies for UET programs.
- Prepare evaluation reports, communicate results to UET stakeholders, identify improvement opportunities, and present practical recommendations to leadership and Trustees.

Provider, Vendor, and Contract Administration

- Research best practices, service improvements, and cost-saving opportunities for education programs. Assist with contract documents and provider materials as assigned.
- Coordinate with leadership, finance, legal counsel, and vendors to support contract administration, deliverable tracking, invoice review, and protection of UET interests.

Leadership and Supervision

- Supervise assigned staff and personnel by establishing work priorities, assigning and reviewing work, providing coaching and feedback, supporting professional development, evaluating performance, and addressing performance or conduct issues in accordance with organizational policies and applicable collective bargaining agreements.
- Lead assigned UET programs, projects, and staff workflows consistent with organizational needs.
- Plan, develop, and implement systems, workflows, processes, and reporting tools to support UET goals.
- Attend UET Trustee meetings and prepare or present program updates, reports, and recommendations as assigned.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in education, human resources, public administration, organizational development, workforce development, business administration, or a related field.
- At least three years of experience administering, coordinating, or evaluating educational, training, workforce development, or adult learning programs.
- Ability to coordinate programs, exercise sound administrative judgment, support adult education policy and program development, and work effectively with internal and external stakeholders.
- Strong research, program development, written communication, verbal communication, data analysis, and reporting skills.
- Working knowledge of adult learning principles, educational program administration, and process improvement.
- Proficiency with Microsoft Word, PowerPoint, Excel, and related business systems.
- Valid driver's license and ability to travel occasionally.

Relevant Experience

Relevant experience includes curriculum coordination, program evaluation, policy implementation, stakeholder communication, budget or expense administration, educational records management, process improvement, provider coordination, or related program administration.

Preferred Qualifications

- Familiarity with labor-management relations, union education programs, public-sector workforce development, vendor coordination, contract administration, collective bargaining environments, or adult learning principles.

Salary: \$101,000