

## **PROFESSIONAL STAFF VACANCY POSTING**

TO: Local & Council Presidents  
Executive Board Members  
External Candidates

FROM: Dan Montgomery, President  
Illinois Federation of Teachers

DATE: March 27, 2024

POSTING: FIELD SERVICE DIRECTOR POSITION IN THE NORTHERN REGION  
ASSIGNED TO THE GURNEE OFFICE

---

As per the Illinois Federation of Teachers By-Laws Article V, I hereby post one (1) full-time professional staff vacancy for a Field Service Director in the Northern Region to be initially assigned to the Gurnee office. The start date will be on or after June 3, 2024. Job qualifications and duties for this position are listed in the attachments.

1. application is made by sending a letter and current resume to the attention of Barb Latta by email to [blatta@ift-aft.org](mailto:blatta@ift-aft.org) no later than Friday, April 12, 2024;
2. interviewees will be selected from the application letters with current resumes received by the deadline;
3. in person interviews will be conducted in the IFT Westmont General Office;
4. the IFT does not pay the cost of any expense incurred in the interview process, nor any expense incurred in relocation when employment requires a change in residency;
5. employment will begin as per a mutual agreement between the successful applicant and the IFT.

Questions regarding this vacancy should be directed to the attention of Nick Christen, General Counsel & Director of Field and Organizing at [nchristen@ift-aft.org](mailto:nchristen@ift-aft.org)

Attachment: MAIN FUNCTIONS & JOB QUALIFICATIONS

## **ILLINOIS FEDERATION OF TEACHERS**

### **FIELD SERVICE DIRECTOR**

#### **JOB QUALIFICATIONS**

1. Applicant must have deep knowledge of and experience with the core activities of labor unions including but not limited to advocacy and representation, collective bargaining, organizing, and mobilizing.
2. Applicant should have experience in or deep knowledge of teaching or other school related personnel work at any level of the P-20 spectrum or other public/ government work.
3. Applicant must demonstrate strong written and verbal communication skills including the ability to write technical documents with content accuracy and be able to speak and present to audiences large and small effectively and persuasively.
4. Applicant must have ability in the standard practices of research and resource development especially as related to divisions of government and the laws and policies that impact public sector unions.
5. Applicant must demonstrate a strong understanding of and commitment to racial and social justice and will advocate for these in the execution of the Main Functions.
6. Applicant must be able to show proficiency in all aspects of standard technology tools including office products (e.g. Word, Excel, PowerPoint), internet platforms, cloud based computing sites and databases, and social media platforms and tools (Facebook, Twitter, etc.)
7. Applicant must be comfortable and competent while working independently and collaborate generously within a team.
8. Applicant must expect and be willing to work long hours, evenings, and weekends and be prepared to drive long distances on a regular basis.
9. Applicant must be adaptable, flexible and comfortable within dynamic situations and settings.

## **MAIN FUNCTIONS**

### **ORGANIZE NEW IFT LOCALS**

1. Seek out and identify new locals or potential bargaining units
2. Follow-up leads to new locals or units
3. Speak before groups interested in IFT information
4. Provide interested parties with IFT literature, brochures, etc.
5. Design and initiate specific programs to build support for starting an IFT local
6. Build and develop leadership teams of workers

### **BUILD MEMBERSHIP IN PRESENT IFT LOCALS**

1. Assist in the development of local membership recruitment program
2. Assist locals with regular membership communications
3. Meet on a regular basis with local leaders to help plan activities
4. Train local leaders to be effective in carrying out the local program
5. Meet with groups to explain functions and programs of IFT and AFT

### **SERVICE LOCALS**

1. Aid locals in drawing up and negotiating contracts
2. Aid locals in handling grievances and arbitration
3. Aid locals to know and to execute their rights and responsibilities under collective bargaining law
4. Encourage locals to get involved in AFT and IFT activities and programs
5. Advise and assist locals on defense cases and to follow IFT and AFT procedures
6. Advise and assist locals on legislative and political action programs with the IFT department of political activities
7. Train local leaders in essential leadership functions
8. Report on local activities to the IFT communications department

### **OTHER SPECIFIC ASSIGNMENTS**

1. Work under the daily supervision and direction of the Directors of Field and Organizing
2. Attend IFT meetings and workshops
3. Assist in IFT convention programs
4. Assist in legislative activities
5. Make monthly reports on activities
6. Carry out assignments made by the executive board or Chief Operating Officer