

JOB POSTING AND DESCRIPTION
AREA DIRECTOR – DOWNSTATE
Long Island and Westchester area

The New York State Nurses Association is a labor organization of over 40,000 frontline nurses standing together for strength at work, nursing practice, safe staffing, and healthcare for all. We are New York's largest union and professional association for registered nurses.

POSITION SUMMARY:

The Area Director will be responsible for assisting the Executive Director, Deputy Executive Director, and Field Director in implementing the programs and policies established by the NYSNA Board of Directors.

The Area Director will work closely with a team of NYSNA representatives and/or organizers and directly supervise them within the assigned Area. The Area Director will help coordinate the union's overall collective bargaining and contract enforcement program, lead key campaigns, oversee leadership recruitment and development, coordinate field organizing, and establish relationships with the key member leaders for the assigned Area. The Area Director also works collaboratively with other Area Directors on statewide priorities and campaigns

GENERAL RESPONSIBILITIES:

- Plays a key role in the implementation of the philosophy, objectives, strategic plan, and methods of the collective bargaining of NYSNA for their assigned Area.
- Establishes relationships and works closely with elected members of the Board of Directors and LBU leaders from their assigned Area to implement the Association's program within the Area.
- Works with other Area Directors to create, implement, and improve upon standards for collective bargaining and organizing that advance the interests of the membership, the patients, and the community.
- Reviews and analyzes developments and trends in the Area and industry regarding all matters pertinent to the Association's collective bargaining program.
- Assists in establishing and maintaining communication systems essential to the implementation and interpretation of all NYSNA programs.
- Maintains a working knowledge of all Association programs and activities and their interrelationships.
- Brings together communities of interest within the Area (e.g., Inter-Regionals, H&H Exec Council, and/or Regional Town Halls) and serves to facilitate these councils, workgroups, and committees.

SPECIFIC ACTIVITIES:

- Assists the Field Director in coordinating, implementing and evaluating the Union's organizing, collective bargaining, labor education, labor legislation, contract administration,

and representation of its bargaining units.

Assists the Field Director in establishing, implementing, and evaluating best practices for member-driven representation of the collective bargaining program.

- Participates in and often leads meetings with groups of nurses, members, and other organizations, as well as, negotiations, hearings, and other program activities as necessary.
- Serves as the Area expert and advisor on all Union matters to the Executive Director, Deputy Executive Director, and Field Director.
- Serves as the lead negotiator/campaign staffer for key contract negotiations in the Area, working through the proposal writing process all the way through final ratification and execution of the newly printed contract.
- Assumes full responsibility for contract enforcement, internal organizing, and the member organizing program in the Area.
- Brings a diverse array of viewpoints, opinions, and backgrounds in the Area together into successful campaigns with common goals and a unified vision.
- Serves as the main point of contact for organizing of new members in the Area with the Organizing Department, particularly around ancillary units joining existing contracts.
- Assists in the planning and implementation of member leader and staff orientation and member leader and staff continuing education activities.
- Immediately supervises all field staff in their Area, evaluates staff performance and goals, and holds all staff under their direct supervision accountable for carrying out the goals and programs of NYSNA.
- Plans and implements the evaluations and development plans for all field staff in their Area.
- Assumes responsibilities as assigned for planning and conduct of staff conferences and preparation of required program reports.
- Coordinates and leads all major events, pickets, strikes, and press conferences in the region. The Area Director is the primary staff person for all events and must shepherd their staff and members through the planning stages to successful completion of the event.
- Leads the Area staff on meeting all goals and benchmarks for member mobilizations.

ADMINISTRATIVE RESPONSIBILITIES:

- Assigns appropriate program staff to organizing, negotiation, contract administration and labor education for their assigned Area.
- Supervises field staff assigned to organizing, negotiations, contract administration and representation for their assigned Area.
- Reviews outstanding grievances and approves their submission to arbitration, and approves ULPs and IPCs for submission to the Legal Department, while utilizing their strategic understanding of how arbitrations, ULPs, and/or IPCs maximize leverage to win larger campaigns.
- Holds all Area staff accountable to turnout and mobilization goals.
- Observes and coaches field staff in organizing, negotiations, contract administration, and representation to develop the field staff in their Area.
- Reviews, interprets, and implements certain administrative and/or program policies including the scheduling, time sheets, time off requests, and expenses.
- Communicate with Field Director on an on-going basis.
- Attend all scheduled Area Director meetings and prepare reports based on agenda items.

QUALIFICATIONS:

- Demonstrated success with the supervision of staff and working with member leaders in

- advancing programmatic goals
- Demonstrated ability to identify, strategize, organize, and succeed in Union campaigns
- Five (5) years of organizing and collective bargaining experience with emphasis on member involvement and leadership development
- Bachelor's degree strongly preferred; Master's degree desirable
- Proficiency in written communication at a professional level
- Working knowledge of Microsoft Word, Excel, and Salesforce or similar database programs
- Ability to work long and irregular hours and to lead others to do so, ability to travel
- Understanding of the healthcare industry and the role of Unions within it
- RN desirable

Salary Range for this position will range from: \$125,000 to \$140,000 depending upon relevant background and experience.

Note: Every effort has been made to make this position description as complete and comprehensive as possible. However, it in no way states or implies that these are the only duties required of the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment within the position.

We are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, individuals with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.

TO APPLY:

All interested candidates should e-mail their resumes to: employment@nysna.org. Subject: "AREA DIRECTOR-Downstate-Long Island/Westchester area.

