

December 3, 2025

Dear Interested Candidates,

Attached is the Job Description for the Assistant Executive Director/UniServ Director opening at the National Education Association Rhode Island (NEARI). We welcome all applicants.

****Please note that this is a part-time position.****

NEARI represents public school teachers, education support professional, higher education faculty and staff in both public and private sector, as well as state and municipal employees. Given Rhode Island's small size and our proximity to and interactions with NEARI's 12,000 plus members, as well as the coordinated work of our staff and governance (we are all in one building), we are looking for candidates with more than just competency in skills such as grievance handling, arbitration, collective bargaining, membership advocacy, and organizing. *Those skills are our minimum requirements.*

The successful candidate must excel at communications; be self-motivated; be a strong advocate in bargaining, in our organizing efforts, and in training our members; represent our members in hearings; and support our legislative agenda. Where there are obstacles, we expect our staff to identify and assess their way around them and organize the members they represent to do the same.

Along with your resume, please send evidence of your skills. You may wish to address or include, if relevant to your experience:

- your experience in grievance and arbitration work, up to and including recent arbitration brief;
- a narrative of your organizing skills with examples of successes and not-so-successful efforts;
- an outline or plan from a successful training you provided to members.

In your cover letter, please be sure to address the above issues and to indicate the number of years you have worked in union-side advocacy, the number of arbitrations and/or unfair labor practice charges you have directly handled, the number of contracts you have negotiated (and what type: teacher, higher education faculty, state and/or municipal employees, public and private sector bargaining). Finally, please explain your familiarity with Rhode Island's collective bargaining laws, as well as federal labor laws.

As noted in the attached job description, given the part-time nature of this position, and the variability of scheduling to meet local affiliate needs, assignments and work hours will be collaboratively coordinated with the Deputy Executive Director. Additionally, while the role requires regular travel, physical presence in the office is expected, and **this position should not be considered a remote work arrangement.**

Finally, we seek an Assistant Executive Director/UniServ Director who will enhance our established team. We expect them to be an active and integrated part of NEARI, and to collaborate with individuals and teams who have varied and different responsibilities from themselves.

The position will remain open until filled, but we encourage interested candidates to submit their application materials as soon as practicable for this immediate opening.

Sincerely,

[/s/ Jennifer Azevedo](#)

Jennifer Azevedo
Deputy Executive Director
NEARI

**NOTICE OF JOB OPENING:
ASSISTANT EXECUTIVE DIRECTOR/UNISERV DIRECTOR, NEARI
(THIS IS A PART-TIME POSITION)**

NEARI is accepting applications to fill **one (1) part-time UniServ Director position**. Minorities and women are encouraged to apply.

The UniServ Director is a professional level position which provides a variety of services to local affiliates and members. The UniServ Director exercises considerable independent judgment and discretion in performing assigned responsibilities. The position often requires non-standard work hours, including evenings and weekends. The UniServ Director reports directly to the Deputy Executive Director.

Given the part-time nature of this position, and the variability of scheduling to meet local affiliate needs, assignments and work hours will be collaboratively coordinated with the Deputy Executive Director. While the role requires regular travel, physical presence in the office is expected, and this position should not be considered a remote work arrangement.

Job Description

- Counsel, advise and represent local affiliates in the areas of collective bargaining, membership promotion, leadership development, grievance processing, and related labor relations activities.
- Counsel, advise and represent members with employment-related issues.
- Counsel and advise members on professional problems and issues.
- Provide and/or facilitate training programs for members and local affiliates on a variety of education-, employment- and/or labor-related matters, including but not limited to, coordination and assistance with issue organizing, professional development and other necessary guidance.
- Establish and maintain positive working relationships with local affiliate leadership, members, and others.
- Provide local affiliate leadership and members information about NEARI and NEA programs.
- Participate in assigned secondary assignments, such as committees, work groups, etc.
- Participate in government relations activities and political campaigns as required.
- Provide public relations/communications assistance.
- Attend training activities.
- Attend/participate in meetings (including monthly staff meetings), conferences, seminars, etc.
- Other duties and responsibilities as assigned.

Required Qualifications

- Bachelor's Degree or any equivalent combination of education and experience.
- Experience, education or training in labor relations skills, including collective bargaining, grievance processing, organizing, membership advocacy, administrative hearings, etc.
- Effective oral and written communication skills.
- Effective interpersonal skills.
- Demonstrated leadership ability.
- Ability to independently coordinate workload and schedule.
- Valid driver's license and dependable automobile for association related activities.
- Evidence of self-motivation and high work ethic.

Desirable Skills and Abilities

- Advanced relevant education.
- Good computer skills.
- Knowledge of contemporary issues.
- Commitment to social justice.
- High emotional intelligence.

Salary and Benefits

In accordance with the NEARI and NSO/RI Collective Bargaining Agreement, as well as Memoranda of Agreement regarding part-time positions.

Pursuant to the terms of Article 16 of the CBA, the established salary range (for a part-time position) is \$45,435 – \$77,245.

Deadline for Applications

Applications will be accepted until the position is filled.

Application Procedure

A person interested in applying for this position should submit a letter of application describing their experience, knowledge, skills, and abilities in regard to the job description and qualifications listed above.

Please also submit a resume and the names of three references to:

Jennifer Azevedo, Esq.
Deputy Executive Director
NEARI
99 Bald Hill Road
Cranston, RI 02920
jazevedo@neari.org

NEARI IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER