



UniServ Director (In-Person Position)

The Prince George's County Educators' Association (PGCEA) represents more than 10,000 certified employees, including classroom teachers, school counselors, speech-language pathologists, media specialists, and other non-supervisory educators within Prince George's County Public Schools (PGCPS).

Position Overview

PGCEA is seeking an experienced and highly motivated UniServ Director to counsel, advise, advocate for, and represent members on matters related to employment, contractual rights, and working conditions.

This position plays a critical role in enforcing the collective bargaining agreement, investigating and processing formal grievances, representing members in meetings with school administrators and the Board of Education, and assisting members in resolving workplace concerns.

The ideal candidate will be a self-directed, strategic, and resourceful professional with demonstrated experience in labor relations, grievance processing, collective bargaining, member advocacy, and organizing. The successful candidate must possess strong communication, problem-solving, and negotiation skills, along with a demonstrated commitment to public education, organized labor, and the mission of PGCEA.

Core Responsibilities

Member Representation and Advocacy

- Counsel, advise, and represent individual members on employment-related matters, contractual rights, and working conditions.
- Investigate, prepare, process, and monitor formal grievances in accordance with established contractual procedures and timelines.
- Represent members in meetings with school administrators, district officials, and other appropriate parties.

- Assist members in resolving workplace disputes through advocacy, negotiation, and appropriate grievance procedures.
- Maintain accurate and confidential records of member cases, grievances, and related activities.

Contract Enforcement and Labor Relations

- Interpret, administer, and enforce provisions of the collective bargaining agreement.
- Identify contractual violations and recommend appropriate corrective actions.
- Assist with collective bargaining preparation, contract administration, and labor-management relations.
- Represent PGCEA and its members at Board of Education meetings, hearings, and other public meetings as assigned.
- Monitor district policies, practices, and decisions that may affect members' contractual rights and working conditions.

Membership Organizing and Leadership Development

- Recruit, engage, and retain members at schools and worksites throughout Prince George's County.
- Support and strengthen worksite leadership structures, including Association Representatives and other member leaders.
- Develop, train, motivate, and support member activists and volunteers.
- Assist in planning and implementing organizing campaigns, membership initiatives, and collective actions.
- Promote member participation in association programs, activities, and advocacy efforts.

Community Engagement and Association Support

- Build and maintain effective relationships with members, association leaders, affiliate organizations, and community partners.
- Collaborate with PGCEA staff and leadership to advance organizational priorities.
- Support association initiatives involving public education policy, community organizing, and political action as assigned.

- Participate in staff meetings, professional development, and other association activities.
- Perform other appropriate duties as assigned by the Executive Director.

Qualifications & Skills

Education and Professional Experience

- Bachelor's degree or higher preferred.
- Minimum of five (5) years of experience in organizing, collective bargaining, training, labor relations, and/or the education field required.
- Experience working with teachers, education employees, or public-sector labor relations laws and issues.
- Demonstrated experience in grievance processing, contract enforcement, and member representation.
- Experience in labor union organizing, community organizing, and membership recruitment.
- Knowledge of public relations, political action, school finance, and education reform issues preferred.
- Understands and demonstrates knowledge of laws, rules, regulations, case law, principles, and practices related to school employees.

Knowledge, Skills, and Abilities

- Strong understanding of the critical issues and challenges facing public education employees and labor organizations.
- Demonstrated ability to exercise independent judgment, initiative, discretion, and resourcefulness.
- Strong analytical and problem-solving skills, including the ability to evaluate options and implement appropriate corrective actions.
- Excellent verbal and written communication, interpersonal, and negotiation skills.
- Demonstrated ability to advocate, persuade, motivate, and lead individuals and groups effectively.
- Experience developing, training, motivating, and maintaining networks of volunteers and member activists.

- Ability to work independently and collaboratively with association leadership, staff, affiliates, and external organizations.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet established deadlines.
- Demonstrated commitment to maintaining confidentiality and handling sensitive member information with professionalism.
- Ability to perform duties with a high degree of accuracy, efficiency, and accountability.
- Ability to work effectively in a fast-paced, dynamic environment.
- Demonstrated ability to adapt effectively to changing priorities, assignments, and organizational needs by adjusting work approaches, timelines, and expectations as circumstances evolve.
- Integrates new information and practices into existing workflows, remains resilient when facing obstacles, and consistently pursues solutions to achieve desired outcomes.
- Maintains effectiveness under pressure, embraces change with a positive attitude, and fosters a culture of flexibility by encouraging others to understand, support, and adapt to evolving conditions and organizational priorities

Additional Requirements

- Valid U.S. driver's license that complies with Maryland state requirements.
- Reliable personal vehicle and ability to travel to schools, worksites, meetings, and other locations as required.
- Flexibility, willingness, and ability to work long hours, nights, and weekends.
- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties that may include sitting and standing for extended periods, operating office equipment.
- Ability to pass a criminal background check

Competitive Salary and Benefits

Starting salary is commensurate with experience and qualifications.

PGCEA offers an excellent benefits package, including health insurance, short- and long-term disability coverage, life insurance, and generous vacation, sick leave, and paid holiday schedules. This position is based in an in-person office environment.

PGCEA is an equal opportunity employer. We strongly believe that our organization and the work we do are strengthened by the diverse backgrounds, experiences, and perspectives of our staff.

How to Apply

Qualified applicants should submit a cover letter, professional references, resume, and salary requirements to:

Yahnae Easton

Executive Director

Prince George's County Educators' Association

Email: pgceahelpdesk@pgcea.org

Email Subject Line: UniServ Director Position

We encourage qualified candidates who are passionate about public education, labor advocacy, and protecting educators' rights to apply.