



March 24, 2023

Shannon Douvier
Executive Director

Jo Musel Parr
Field & Organizing
Services Director

Bev Pekarna
Finance Director

Joseph Schulte
Public Affairs
Coordinator

To: AFSCME Council 65 Local Presidents and Chapter Chairs
AFSCME Council 65 Executive Board

From: Shannon Douvier, Executive Director, AFSCME Council 65

**RE: VACANCY FOR THE POSITION OF OFFICE SPECIALIST/MEMBERSHIP
COORDINATOR**

This is to notify you that a vacancy exists for the position of Office Specialist/ Membership Coordinator. The position will involve serving as support staff in our St. Cloud office location for our organizing and field representatives as well as working with our many local union leaders. The basic job duties are as outlined in the attached job description.

The position has an excellent pay and benefits package, including a pension plan. Starting rate of pay is \$17.83 per hour.

If you wish to apply for the position, please submit your resume by mail or email to the contact listed below. You must include a daytime phone number with your resume.

Shannon Douvier
Executive Director
AFSCME Council 65
3335 West St. Germain Street, Suite 107
St. Cloud, MN 56301
SDouvier@afscme65.org

This position will be posted until filled. If you have any questions, please contact Shannon Douvier at 218-885-3242 Ext 201.

cc: Council 65 Staff

OFFICE SPECIALIST/MEMBERSHIP COORDINATOR
AFSCME COUNCIL 65

JOB IDENTIFICATION:

Job Title:	Office Specialist-Membership Coordinator
Status:	Full-time (40 hours per week)
Location:	St. Cloud Office
Immediate Supervisor:	Finance Director
Date:	1/1/2023

JOB SUMMARY:

The Office Specialist is responsible for performing a multitude of duties that provide services to AFSCME Council 65 administration, staff and membership. Additional duties may be assigned as needed.

JOB DUTIES:

- Greet the public, answer phones, direct calls and take messages
- Processing and delivering daily mail
- Monitor Info@afscme65.org, and Office@afscme65.org and email inboxes
- Type correspondence and spreadsheets for staff as requested
- Assist in preparing various local and council mailings as requested
- Prepare new member packets as requested, keeping a steady supply available
- Prepare training packets (Steward, Officer, etc..) as requested
- Monitor packet supplies and request materials from Unionplus.org and AFSCME International when supplies are needed
- Request PEOPLE jackets from AFSCME International when supplies are needed
- Prepare and mail contracts to locals and/or labor representatives when requested
- Assist in Event setup
- Run the office copier and postage meter
- All other duties as assigned

RECORDS:

Membership:

- Maintain and update membership information in UnionWare database
- Process new member cards and member assessment forms by entering information into UnionWare
- Email electronic member packets to new members who have signed an electronic card
- Maintain physical and electronic membership cards files by filing new cards, refiling inactive or retired cards, and updating card files based on membership audits
- Perform audits of membership lists by comparing employee rosters to the lists in

- UnionWare. Notify labor representative of any changes
- Send monthly new fair share fee packets to non-members in the private sector
 - Update member information from any source we may receive updates from
 - Request documentation from labor representatives or employers to complete membership audits
 - Process and record PEOPLE transactions
 - Maintain and track list of PEOPLE contributors, including the mailing of PEOPLE jackets

Dues:

- Data entry of incoming dues
- Process monthly changes to Local 1500 membership lists, reconcile list and begin and end dues deduction based on membership accordingly. Requires knowledge of the MN State system to pull information and begin or end dues deduction based on reporting from the employer.
- Create dues spreadsheet templates for employers as needed
- Notify employers to begin dues or fair share fees for new members/fair share fee payers
- Notify employers to end dues with membership change requests
- Follow up with employers and labor representatives on employees not paying dues or fair share fees to find out employment status
- Notify directors immediately if a local has no paying members or drops below 50% membership.

ACCOUNTABILITIES:

The full time Office Support – Membership Coordinator must be able to work independently. This person must be professional when dealing with Council 65 members and employees. This person will also be expected to be self-motivated and willing to assume duties and responsibilities. This person will be accountable to the Finance Director.

JOB REQUIREMENTS:

High School Diploma, a 2-year Associates degree or 3 to 5 years' experience in an office setting. Additionally, the position requires the following skills:

- Excellent oral and written communication skills
- Typing proficiency
- Excellent data entry skills
- Knowledge of office machines (computer, copier, fax)
- Must be able to work under pressure and meet the needs of members, administration, and staff
- Proficiency with Microsoft Excel and Office

- Ability to work effectively independently, on task and on time.
- Ability to stay motivated.
- Ability to learn new software programs quickly
- Hearing and vision acuity is necessary
- Must be able to lift 25 pounds
- Must be able to remain in a stationary position 50% of the time

This position is held within the MIFSCA collective bargaining agreement. Once hired, the MIFSCA collective bargaining agreement will be supplied.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.