



August 25, 2021

To: All AFSCME Council 65 Locals and Chapters

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 will be available 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 \$17.42 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 Executive Board
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:	Executive Director
Date:	8/25/2021

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:

- Greeting the public, answering phones, directing calls and taking messages
- Processing and delivering daily mail
- Monitor Info@afscme65.org, Office@afscme65.org and Dues@afscme65.org emails
- Typing of correspondence for Labor Representatives as requested
- Assist in preparing various mailings as requested including yearly fair share mailing, convention mailing, etc...
- Preparing new member and steward packets as requested keeping a steady supply available
- Prepare training packets (Steward, Officer, Etc..) as requested
- Monitor packet supplies- request for replacement materials from Unionplus.org and AFSCME International of free materials for packets
- Request PEOPLE jackets from the International Union when supplies are needed
- Preparation and mailing of contract copies for Locals
- Word processing and Excel spreadsheets for staff as needed
- Assist in Event setup
- Running the copy, fax machines, and postage meter
- All other duties as assigned

RECORDS:

Membership:

- Maintain and update the membership information in membership and dues system
- Process new member cards and member assessment forms for new and converted members
- Process all electronic membership card received
- Membership cards- filing of new cards, pulling retired or inactive cards and

- moving to inactive records, updating card files based on membership audits
- Monitor Facebook requests, verify membership and respond to information requested
- Monitor and provide reports for Labor Representatives and locals as requested
- Email to all new members- electronic new member packet- work with Communication Coordinator
- Perform audits of membership comparing employee rosters to the dues receipts reports and notifying the Labor Representatives and Directors of any discrepancies
- Update member information from any source we may receive updates from (Facebook, email, bounce back emails, seniority lists, employer lists, etc..)
- Request documentation from Labor Representatives or Employers to complete membership reconciliations
- Coordinate the requests for employee rosters with Labor Representatives
- Coordinate with employers and Labor Representatives on employees that are listed on their employee roster that are not on the dues list
- Remove Cards for Inactive members
- Process and record PEOPLE transactions
- Maintain and track list of PEOPLE contributors, including the mailing of PEOPLE jackets

Dues:

- Data entry of incoming dues and assisting in maintaining and updating the membership information in the dues system and reconciliation of posting variances.
- 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.
- Process Dues Emails and file and prep dues documentation for processing
- Notify Finance Assistant of any ACH deposit notifications in the dues email for processing
- Create dues Excel spreadsheets for employers as needed based on the dues formula
- Notify employers to begin dues
- Notify employers to end dues with membership change request
- Notify Directors immediately if a Local has no paying members or drops below 50% membership.
- Update membership information on dues payments.
- Verify employee status with employers when there is a change in dues processed
- Yearly mailing to Fair share Fee payers

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 Executive 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
- Knowledge of Web design and administration of web page
- 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