

December 27, 2019

To: All AFSCME Council 65 Locals and Chapters

From: Serena Vergin, Executive Director, AFSCME Council 65

Re: **VACANCY FOR SOUTH EAST MN COUNCIL 65 LABOR REP/ORGANIZER**

This is to notify you that a vacancy exists for the position of Council 65 Labor Representative/Organizer. The position will involve serving as a labor representative for a number of local unions. The basic job duties are as outlined in the attached job description.

The geographic assignment area is Southeastern Minnesota. Applicants must be willing to live within the geographic assignment area. Roughly, this includes the counties of Freeborn, Goodhue, Houston, Mower, Wabasha and Winona. The person hired shall be given 90 days in which to relocate. Specific local assignments shall be as assigned by the Director of AFSCME Council 65.

The position provides an expense package, insurance and pension plan.

If you wish to apply for the position, please submit your letter of interest and resume so it is received in our office prior to 4:00 p.m. on Friday January 31, 2020 You must include a daytime phone number with your resume. All resumes are to be sent to the following address or emailed to svergin@afscme65.org:

Serena Vergin, Executive Director
AFSCME Council 65
3335 W St Germain, Suite 107
St Cloud, MN 56301

Candidates selected for interviews will be notified with interviews to be conducted on Wednesday February 5th in St Cloud.

Questions may be directed to Ms. Vergin at 218-885-3242.

cc: Council 65 Executive Board
Council 65 Staff

LABOR REPRESENTATIVE/ORGANIZER

Location: Southeast Minnesota

PURPOSE: The Labor Representative/Organizer is responsible for performing a multitude of duties that provide services to AFSCME members and locals in their assigned area with an overall responsibility for empowering our members.

PRIMARY RESPONSIBILITIES:

- Assigned as Council 65 labor representative for Assigned Locals and any newly organized units in the assigned area.
- Enforce collective bargaining agreements.
- Will be the lead person responsible for grievances that proceed beyond local jurisdictions and shall maintain a master grievance file system for the assigned Locals.
- Attendance at regular local/chapter membership meetings is expected.
- Attendance at Labor Management Committee meetings and Insurance Committee meetings is expected.
- File for all contract re-openers within the time frames designated within the CBA's and State labor laws.
- Does all necessary research to be prepared for contract negotiations.
- Lead negotiator for all assigned locals, chapters for their contract negotiations.
- Prepare and present all contract proposals, develop proposals with membership.
- Handle all contract, grievance mediation or dispute resolution procedures as required.
- Serves as a resource to members for legislative issues, all labor relations issues, trends in bargaining, and other matters related to terms and conditions of employment.
- Addresses all labor relations issues as they occur.
- Trains officers, stewards, members to educate and empower them.
- Expected to work to build coalitions and relationships with other Union leaders in assigned area.
- Files NLRB; Department of Labor & Regulations; BMS Bureau of Mediation Services Petitions (Intent to Negotiate, Mediation, Arbitration, Unit clarifications, ULP's, and so forth).
- Conducts internal organizing campaigns for assigned locals as identified.
- Explores or supervises the investigation of organizing targets to gather data and information, builds a list of workers, assesses worker interest, and scouts out the work location.
- Arranges for research of potential organizing targets. Analyzes data and applies other criteria to assess possible targets of organizing.
- Provides for recruitment of volunteer organizers from within the AFSCME membership and for their training in campaign elements.

- Contacts potential members and leads teams of volunteers in the campaign.
- Develops broad, representative organizing committees of worker-leaders, and trains and deploys them to move the campaign.
- Develops communications program with messages to pre-empt an employer anti-union campaign.
- Writes leaflets and other materials for organizing campaigns.
- Operates VAN computer database program and provides for the maintenance of organizing database.
- Prepares and mails correspondence and literature.
- Informs Council 65 administrative staff of activities, developments and progress of assigned campaigns.
- Communicates and coordinates organizing activities with other unions
- May be assigned fill in duties for other staff when needed or directed by supervisor.
- Position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in this classification.
- Performs other duties as assigned.

DIRECTIONS AND DECISION MAKING

This position reports to the Executive Director on a regular basis and will be expected to keep their supervisor regularly apprised of developments on all labor relations activities. Organizing leads or related activities shall be reported directly to the Organizing Director. She/he will be expected to motivate and activate local union members for negotiation campaigns, local, State and Federal elections, develop strategies for internal organizing and PEOPLE participation. Work is performed independently, yet in coordination with the Director or as directed by other Council 65 administrative staff.

REQUIREMENTS (and physical demands as required by ADA)

- General knowledge of the role and duties of union officers and staff and understanding of Council 65 and AFSCME International union philosophy.
- Skilled in contract negotiations, labor relations, dispute resolution.
- Excellent leadership and motivational skills.
- Excellent oral and written communication skills, including excellent “one-on-one” interpersonal communications.
- Ability to write post-hearing briefs.
- Knowledge of training and principles of effective supervision and mentoring volunteer union members.
- Knowledge of union organizing practice and principles.
- Knowledge of federal and state labor laws, especially with respect to union organizing.

- Knowledge of anti-union employer tactics.
- Ability to conduct research on employers and gather information to evaluate organizing targets, develop organizing lists, and implement organizing strategies and formulate conclusions.
- Ability to lead, train and coordinate volunteer organizers and organizing committee member.
- Required to work irregular/ extended work hours as necessary.
- Ability to work effectively independently, on task and on time.
- Ability to stay motivated.
- Ability to drive long distances safely in icy road conditions.
- In-state overnight stays occasionally required.
- Occasional temporary assignment to Council 65 or International union campaigns out of assigned area is possible.
- Valid Driver's License.
- Physical location of position is at the discretion of the Executive Director.

EDUCATION AND EXPERIENCE

High School Diploma-post secondary education is preferred. Experience in union organizing or advocacy is preferred. Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the primary responsibilities will be considered. Experience with Outlook, Microsoft Office and Excel is required.

PHYSICAL REQUIREMENTS (as required by ADA)

Work is performed from a field office. Lifting: 25 lbs. Driving, travel, temporary assignments and extended work hours are required. Valid driver's license required. Hearing and vision acuity is necessary.

Must pass pre-employment physical and drug screening / Must pass background check and reference. Excellent salary and benefit package provided. The position is covered by the MIFSCA collective bargaining agreement.

Status: Full-Time- AFSCME Council 65

Immediate Supervisor: Executive Director

Date: December 2019