

**SEIU Local 284
CONTRACT ORGANIZER
JOB POSTING AND DESCRIPTION**

SEIU Local 284 is seeking a Contract Organizer.

- SEIU is the largest Union in North America. SEIU Local 284 is the largest Union of School Service Employees and Child Care Workers in Minnesota.
- Interested persons should send a resume and letter of interest to: SEIU Local 284, 450 Southview Blvd., South St. Paul, MN 55075. Attn: Michele Pederson

Job Title: Full-time Contract Organizer
Salaried Position

Supervisor: Executive Director

Starting Rate: \$36,035.98 annually
*(*Related experience considered)*

Location: Regional, Central MN

JOB SUMMARY: The primary responsibility of this position is to work with groups of members to identify and develop leadership within the membership and to organize worksite leadership to better enable members to negotiate contracts, make an impact in relevant political areas, and organize unorganized workers. Related duties include assisting members in enforcing contracts through direct action, the grievance procedure/arbitration and Unfair Labor Practice actions, acting as chief spokesperson in bargaining, and leadership development for members.

ASSIGNMENT: Represent members in region assigned (Central MN).

MAJOR AREAS OF ACCOUNTABILITY:

Contract Organizer

- A. Meets 1:1 with elected leadership in all units.
- B. Answers questions and assist members with contract issues in a timely and professional manner.
- C. Returns calls and emails.
- D. Prepares documents needed for all meetings. Prepares all mailings at least 48 hours in advance.
- E. Maintains own work schedule.
- F. Monitors timelines at all levels of the grievance procedure.
- G. Keeps desk and files organized at all times.
- H. Attend any Local 284 functions where member participation and recruitment is expected (i.e. General Member Meetings, Leadership Assemblies, Lobby Day...).
- I. Ability to plan work independently **and under supervision when required.**

Financial

- A. Requests purchase order number when required and submits all expenses monthly.
- B. Submits mileage reimbursement monthly.

Responsibility to Members

- A. Return phone calls in a timely manner (24 hours).
- B. Maintain dated written record of any conversation with member that could lead to potential problem.
- C. Maintains professional relationship at all times.
- D. Assists and encourages member leaders in reaching full potential as Member Organizers (MO), Member Political Organizers (MPO), elected union positions and/or candidates for public office.
- E. Identifies, trains and prepares members for leadership roles or provides training.
- F. Visits members at their worksite.

Office Duties

- A. Types, prepares, meeting report summaries, correspondence, bargaining proposals, spreadsheets, meeting notices etc. related to position.
- B. Research related to negotiations, grievances and arbitration.
- C. Assures confidentiality of all materials and information.
- D. Keeps office equipment in running condition and notifies Office Support Staff of any problems or repairs needed including: ordering copier/printer ink and office supplies in a timely way.
- E. Prepares and maintains daily work schedule. Places all meeting on Local Union calendar.
- F. Submits leave slip (vacation, sick leave and comp time) within pay period used to Michele, Director of Operations. Places leave day on staff calendar.

CRITICAL SKILLS/EXPERTISE

Physical Involvement:

- A. Requires extended periods of sitting (meetings, prep for meetings, computer work, driving).
- B. Frequent repetitive action on keyboard.
- C. Occasional lifting up to 30 pounds.
- D. Requires some bending, stooping to reach file drawers.

Mental Involvement:

- A. Ability to organize and prioritize tasks in order to meet strict deadlines.
- B. Ability to respond to or make quick decisions.
- C. Exercises a high level of confidentiality in handling Union and member information.
- D. Ability to handle multiple tasks at once while dealing with constant interruptions.
- E. Ability to think and plan strategically.

Working Conditions: Flexibility and willingness to work long hours for days or weeks at a time when necessary and Saturdays when required (occasional Sundays).

Supervision of Other Employees: None

MIMUMUM QUALIFICATIONS

Education: High School diploma or equivalent required.

Experience: Two or more years related public sector labor union experience preferred. Prior school district work experience and SEIU Local 284 union activism is helpful.

Special Knowledge or Skills:

- A. Proficiency with computer and applications.
- B. Ability to maintain confidentiality in all aspects of the job.
- C. Good human relations skills.

Equipment, Machines, Tools, Electronic Devices, Software:

- A. Computer, printer, calculator, copy machine, facsimile machine.
- B. Software includes, but is not limited to: Microsoft Word, Microsoft Excel, Microsoft Access, Power Point, E-mail and Internet.

JOB OUTCOMES:

- A. Implement strategic plan of Local 284 in your work with bargaining units (coordination, consolidation, unification).
- B. Work with residual units (unorganized) within the districts you are assigned with a plan/goal of organizing unorganized workers.
- C. Support and involved with politics at all levels, engage and activate members politically at all levels (i.e. School Board/Levy elections, State/Federal elections, Caucuses, Conventions, Lobbying and volunteering to help SEIU endorsed candidates get elected).
- D. Projects a positive, cooperative and respectful attitude with members, co-workers and community members.
- E. Ensures daily work runs efficiently, smoothly and timely.
- F. Maintains accurate and up-to-date records to help ensure timelines are properly met.
- G. Maintains confidentiality and accuracy regarding all work.
- H. Units will be stronger for your work in them (i.e. fair share will go down, COPE check off up, more members will take an active roll with clearly identified leaders).
- I. Ensures all assigned contracts are open in a timely manner with a plan to achieve this by the end of April prior to contract expiration (where possible). Followed up with a plan to negotiate and reach settlement and/or engage members in contract action to reach a tentative agreement in a timely way.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.