We Make Rhode Island Happen

Rhode Island Council 94
American Federation of State, County & Municipal Employees, AFL-CIO

1179 Charles Street, North Providence, RI 02904
Phone: (401) 724-5900 • Fax:(401) 724-2060 www.ricouncil94.org

Sr. Staff Representative
Assistant Organizer/Assistant Political Coordinator

Affiliate: RI Council 94, AFSCME, AFL-CIO
Location: North Providence, Rhode Island
Hours: 40 hours/week –hours to vary based on assignments, generally 8:30 am – 5 pm M-F
Salary Range: $83, 287.42 – 100, 077.71 depending on experience

The American Federation of State, County and Municipal Employees (AFSCME) is the country's largest public employees union. AFSCME is the largest affiliate of the national AFL-CIO, with more than 1.3 million members and an overall representation of more than 1.8 million public employees in 46 states, the District of Columbia, and Puerto Rico. AFSCME is the fastest growing union in the Unites States and is committed to achieving employee dignity and improving the working conditions for working men and women throughout this country.

RI Council 94 represents about 7,500 state, municipal and private employees in the State of Rhode Island to provide professional staff representation, coordinated contract campaigns, political action and organizing.

General:

The Sr. Staff Representative/Assistant Organizer/Political Coordinator position will be working within Rhode Island, along with municipal, state, and private union locals to negotiate collective bargaining agreements, handling grievances, arbitrations, and meetings regarding labor related issues.

In regards to organizing, there will be a specific focus on building and strengthening Council 94 and its subordinate locals adding additional local membership, through external and internal organizing, insuring we have accurate records for new and current members, updating the correct data and notifying locals and employers of these changes.

For the political focus, the position will involve engaging with local, state, and national legislative partners to enhance our relationships and advocate for our positions on labor matters.

Job Duties:

- Assist Local union leadership with negotiation collective bargaining agreements.
- Handle meetings, grievances, arbitrations, and Unfair Labor Board hearings on behalf of members, locals, and the Council.
- Help run election of officers and other meetings for Local Unions,
- Actively promotes the union's vision for building strength and achieving growth to current and potential members and leaders.
- Develop and lead worker mobilizations for external and internal organizing. Will meet with workers (one-on-one meetings, phone calls, leafleting, house visits, job site visits, and small group meetings) to discuss benefits of the union.

- Assist Local Presidents, Executive Board members and other staff in developing strategies for external and internal organizing.
- Identifies worker leaders and educates/transforms them into activists, stewards, and leaders.
- Meet with State, local and national legislative partners and testify at legislature hearings.
- Maintain regular communication with leaders and members through local union meetings to maintain member rapport, monitor workers attitudes and guide their activities on behalf of the union.
- Assist in supporting job actions, rallies, events, and strikes.
- Performs other duties as assigned.

SUPERVISION RECEIVED: To work under the direction of the Administrative Office Supervisor/Administrative Secretary and Executive Director, and work with Sr. Staff Representatives.

Skills:

- Knowledge of labor unions, labor relations and servicing union members at a professional level.
- Strong interpersonal and effective communication skills.
- Time management skills and ability to prioritize tasks.
- Active listener.
- Ability to plan and coordinate work activities and keep detailed records and write reports in a timely manner.
- Ability to establish and maintain effective work relationships with employees and members.
- Ability to work long hours independently to accomplish the union's objectives.
- Ability to conduct research and gather information for organizing new groups, strategy development and other service activities.
- Ability to develop persuasive written and graphic documents.
- Ability to communicate effectively, orally, and in writing.
- Ability to effectively plan workers actions including strikes.
- Aptitude to communicate with and work with diverse populations/cultures.
- Ability to identify problems and develop solutions.
- Computer proficiency such as Microsoft office and excel.
- Must be trustworthy.

*Candidates with bilingual or multilingual skills and/or union experience are encouraged to apply.

Education/Experience:

- HS diploma or equivalent and 2-4 years of relevant organizing/servicing experience or any combination of education and experience that is relevant to the skills above.

Benefits:

- Family Health Insurance.
- Dental Insurance
- Pension
- Life Insurance
- Paid Time Off (vacation, holidays, personal, and sick days)

To apply: Please submit a resume and cover letter to Executive Director Alexis Santoro – alexis@ricouncil94.org