



## Political/Legislative Director Job Announcement

SEIU Local 1021 was founded in 2007 when ten local unions came together in Northern California to form one larger, more powerful union. Together our members are building a true 21st century union fighting to empower and improve the lives of our members. We are 54,000 strong - organizing and representing public service workers in cities, counties, courts, schools, private non-profits, special districts, public health care, and nursing. We are looking for energetic, hard-working staff who are committed to real change, who believe in the value of work and the value of public services and who want to be part of the team that wins for workers, their families, and their communities.

**LOCATION:** Northern California

**RESPONSIBILITIES:** Under the supervision of the Lead Director, this position has the responsibility to -

- Build the overall power of the union to carry out its political agenda in all governmental and political spheres: federal, state, and local.
- Assess the legislative and political needs, goals, and priorities of the local.
- Hire, train and supervise the local's political staff to implement the local's political program and priorities.
- Coordinate with members and leaders to develop and implement an SEIU Local 1021 political action plan that represents the local's interests in candidate elections, ballot measures, legislative lobbying, interim governmental contacts, and general coalition building among political allies.
- Coordinate the development and implementation of a union-wide, membership-based political education and action program that is integrated with the rest of the union strategic plan.
- Inform and educate local and chapter leadership/activists regarding legislative and political developments that may affect the union.
- Act as the main staff person to the local-wide COPE committee and oversee the administration of its affairs.
- Assist in building an effective COPE program with maximum membership involvement through COPE checkoff, voluntary contributions, and fundraising events.
- Help build the image of the local as a leading voice for the major categories of workers we represent.
- Serve as liaison to the SEIU California State Council legislative office and the SEIU Department of Politics and Legislation in Washington, D.C.
- As necessary, supplement the work of the SEIU State Council legislative staff in providing specialized information to field staff involving state agencies and departments that are relevant to our chapters, programs, negotiations, etc.

- Coordinate programs and activities whenever possible with the broader SEIU community, labor councils, community groups and coalitions and involve members in such joint efforts.
- Develop and maintain effective relationships with media representatives and assist staff in publicizing political and legislative events and activities.

**SKILLS AND ABILITIES:**

- Ability to inspire confidence, and work as a member of leadership teams.
- Strong multi-tasking capacity.
- Willingness and capacity to work long hours and weekends.
- Good presentation skills.
- High-level ability to communicate orally and in writing.
- Ability to work under pressure and with minimal supervision.
- Well-organized and self-motivated.
- Ability to make effective use of resources available to the union.
- Dedication to improving the position of working people and strengthening the role of organized labor in society through work actions, community relations, and legislative and political activity.

**PREFERRED EXPERIENCE:**

- 2+ years of supervisory experience.
- 5+ years' experience creating and implementing legislative and political programs and campaigns.
- Experience in grassroots member-to-member political organizing and mobilizing.
- Experience in developing and implementing training programs.
- A history of successful involvement in coalition building preferred.

**REQUIREMENTS:**

- Salaried position; may require nonstandard work hours and/or weekend and holiday work.
- Extensive travel may be required, primarily within Northern California.
- Must possess a valid California driver's license; must pass a DMV check and have a good driving record; must have auto insurance that covers business driving (minimum of \$100,000 per person/\$300,000 per incident bodily injury liability/\$50,000 property coverage); and must possess an automobile for business use.

**TO APPLY**, mail, fax or e-mail a cover letter (with the answers to the questions below), detailed resume and the name, address, and phone number of three references to Nicol Dozier, SEIU Local 1021; 447 29<sup>th</sup> Street, Oakland, CA 94609, fax to (510) 893-2395 or e-mail your cover letter, resume and references to [jobs@seiu1021.org](mailto:jobs@seiu1021.org). Please indicate in your cover letter which position you are applying for.

Your cover letter should answer the following questions:

1. Describe how your experience prepares you for the” responsibilities” specified in the job announcement.
2. Give examples of your work experience that demonstrates your mastery of some of the “skills and abilities” listed in the job announcement.
3. Describe how you work experience meets the “preferred experience” listed in the job announcement.

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### **AFFIRMATIVE ACTION EMPLOYER**

SEIU Local 1021 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion or disability. Local 1021 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.