



## Field Representative Job Announcement

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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/ Education**

**RESPONSIBILITIES:** Under the supervision of the Area Director, this position is responsible for developing worksite leadership structures; handling grievances, arbitrations, and disciplinary appeals; recruiting new members; supporting members in exercising political power; participating in organizing and political campaigns; and negotiating union contracts. Also responsible for organizing new groups of workers interested in union representation and/or internal organizing and bargaining support campaigns. Responsible for preparing work plans, calendars, files, reports, and other records. Will be required to work evenings and weekends. Not a “9 to 5” job.

### **EXAMPLES OF DUTIES:**

- **Recruitment:** Accountable for working with union leadership and stewards and recruiting new members to participate in union activities and political campaigns. Regular one-on-one contact with members will be required.
- **Leadership Development:** Develop and maintain effective worksite leadership structures through the recruitment, training, and support of stewards and other union leaders. Build stewards’ councils, issue committees, and other leadership structures.
- **Communication:** Maintain regular and effective communication with workers in assigned jurisdictions through personal visits, flyers, newsletters, phone calls, mailings, bulletin board postings, and meetings. Respond to telephone messages in a timely manner.
- **Representation:** Interpret collective bargaining agreements and other relevant laws, codes, regulations, policies, and practices and assist union members in understanding their rights. Provide assertive and prepared advocacy, handle grievances, appeals, requests for hearings, and other formal personnel matters on behalf of union members. Aid attorneys and other union staff in the preparation of hearings, including investigation and preparation of witnesses and exhibits. Assist union members in achieving informal resolutions of work-related problems.
- **Collective Bargaining:** Serve as chief negotiator or back-up negotiator for assigned bargaining units. Conduct bargaining surveys, salary surveys, and other research activities to strengthen the negotiating position of assigned bargaining units.
- **Issue Campaigns:** Participate in the development and implementation of effective industry strategies and coordinated activities to raise standards. Identify significant worksite and/or departmental issues and develop strategies and tactics to effectively address them, including petitions, group grievances, work actions, media events, and legal actions.

- **Legislative and Electoral Campaigns:** Participate in and recruit members to participate in legislative and electoral campaign activities, including lobbying, phone banking, letter-writing, door-to-door canvassing, and other activities.
- **Administration:** Maintain a calendar which accurately documents past, present, and future activities, visits, and appointments in connection with work as a field representative. Maintain accurate records, including activity reports.

### **SKILLS, APTITUDE, AND COMMITMENT:**

- Ability to work effectively as part of a team.
- High-level ability to communicate orally and in writing.
- Analytical skills necessary to interpret contract language, investigate and process grievances, and prepare contract proposals.
- Ability to work under pressure and with minimal supervision; must be well organized and self-motivated.
- Ability to exercise good judgment and discern priorities.
- 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.
- Ability to work effectively with members and staff from diverse ethnic, social, and economic groups.

**EXPERIENCE:** Experience in union organizing and representation. Experience in negotiating contracts is highly desirable, but not required. Must have experience in county and governmental areas. Related experience will be given consideration as will steward and rank-and-file experience. Local 1021 seeks to maintain a staff which is representative of a wide variety of backgrounds in order that the union truly reflects our members' interests and concerns.

**REQUIREMENTS:** 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 coverage of \$100,000 per person/\$300,000 per incident of bodily injury liability/\$50,000 property damage liability, and list SEIU Local 1021 as an "additional insured" or "interested party" in order to trigger notification in the event the policy is cancelled); and must possess an automobile for business use.

**SALARY AND BENEFITS:** The current salary range is \$61,113.94 – 92,273.40 based on qualifications and experience. SEIU Local 1021 offers a competitive and comprehensive benefits package.

**TO APPLY:** mail, fax or e-mail a cover letter, detailed resume and the name, address, and phone number of three references to Kathryn Ballard, SEIU Local 1021; 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. No phone calls please.

This position is open until filled; however, the posting/acceptance of applications may close at any time.

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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.