



Member Development Coordinator

Job Description

Summary: Under the supervision of the Member Resource Center (MRC) Director, the Member Development Coordinator assists the MRC Director to innovate, expand, and administer the Union's MRC to reach and empower thousands of union members and leaders, equipping them with essential tools, resources, and education to advance the Union's vision of improving the lives of working people. The coordinator is responsible for the development, management and oversight of the MRC's Member Development Program and Member Career Development Program.

Primary Responsibilities and Duties:

Member Internship Program

- Oversee the development and implementation of an intern program, including its promotion, application and selection processes in coordination with a team of staff and member leaders
- Responsible for coordinating the program by developing roles for interns and providing the leadership and support needed for the program to succeed
- Orientating and assigning interns to various campaigns and projects
- Coach and develop the interns in one-on-one and group settings
- Evaluate and manage a team of member interns for program success and development
- Act as the liaison between the member intern and senior staff and officers with whom they are assigned to work; proactively ensure bi-weekly contact with interns and supervisors to monitor performance
- Accountable for advancement of objectives/metrics for the program, directing the work of others towards these goals, producing regular reports and highlighting key trends

Member Resource Center Programs

- Assist the enhancement and implementation of the member and career development programs
- Support creating and implementing department vision, goals, plans, and strategy
- Assist in establishing and updating department policies, procedures, work standards and systems
- Advance a culture that empowers members, member activists, and member leaders
- Supervise, develop, and manage performance of assigned staff
- Educate staff and members about the MRC, emphasizing the member and career development programs
- Increase member utilization of the MRC, particularly in the member and career development programs
- Coordinate, train, and prepare staff and member leaders on carrying out programs
- Assist in fostering an effective operation, field, and board partnership to meet department goals
- Build and maintain partnerships with strategic allies, employers, and educational institutions
- Track, analyze, and apply MRC program metrics to improve program outcomes
- Participate in and/or lead new MRC projects, campaigns, and programs as assigned
- Help design and maintain a paperless based operations and workflow

Perform Other Duties as assigned

Skills and Abilities:

- Knowledgeable and experienced representing members in a unionized environment or social justice/community organization with a grassroots membership base
- A strategic thinker who understands power dynamics and is committed to progressive social change
- Strong communication skills in one-on-one and group settings
- Ability to evaluate and supervise the work of a team of member interns on multiple campaigns at the same time

- Ability to carry out goals and meet timelines, demonstrating a high level of leadership and independent judgment within the context of an overall plan and structure
- Ability to work under tight deadlines and as part of the staff leadership team responsible for implementing the strategies and priorities of the organization, as set by the Executive Board
- Ability to put together and implement leadership development strategies in a member centered organization
- Ability to engage stakeholders in a meaningful way
- Inspire, motivate and mentor field staff, member leaders and interns
- Willingness and desire to learn new technologies, tactics, and strategies
- Proficiency with Microsoft Office applications especially Word, Excel and Outlook

Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and experience
- Five (5) years of union advocacy and/or union organizing experience
- Two (2) years leading and training of staff
- Commitment to racial, gender and economic justice and their intersections, both inside and outside organizations

Special Requirements:

- Willingness to work irregular and long hours, including weekends and holidays to attend required evening and weekend events/meetings.
- Extensive travel may be required, primarily within Northern California.

Salary and Benefits: The current salary range is \$128,663.82-140,917.52 based on qualifications and experience. SEIU Local 1021 offers a competitive and comprehensive benefits package. Including fully employer-paid family health coverage (including domestic partners), life insurance, a defined-benefit pension plan, 401(k) plan, and generous paid leave time.

To Apply:

E-mail a cover letter. Include a detailed resume and the names, addresses, and phone numbers of three (3) references to:

E-mail: jobs@seiu1021.org

Indicate the position you are applying for in your cover letter. This position is open until filled; however, the posting/acceptance of applications may close at any time.

Hiring: We are committed to hiring staff who reflect our membership and model the unity and equity that we seek to create in our country. For example, women, LGBTQI, people of color, and immigrants are strongly encouraged to apply.

Equal Opportunity Employer: SEIU Local 1021 is an equal opportunity employer and encourages applications from qualified candidates of all races, ethnicities, ages, sexes, sexual orientations, marital statuses, religions, or who have a disability. Local 1021 is committed to ensuring fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.