



Special Assistant

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 our members and improve our society. We are 54,000 strong - organizing and representing public service workers in cities, counties, courts, schools, private non-profits, special districts, public health care, nursing and higher education. 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: Bay Area

Job Summary: The Special Assistant provides executive administrative and operational leadership. This position plans, organizes, administers and coordinates a variety of large and complex organizational programs and projects.

Job Responsibilities:

- Set and implement goals, objectives, policies, procedures and work standards and controls for programs and projects.
- Design systems to improve workflow and problem solving and organization effectiveness
- Assist in strategic vision and organizational plan development.
- Provide ongoing scheduling, travel, logistics and other support.
- Coordinate, supervise, track and report on the conduct of union elections including project management of the local-wide election.
- Coordinate and assist various committees or workgroups.
- Track and report on representation/arbitration cases and assist appeals process.
- Provide authoritative interpretations of bylaws and policy statements.
- Maintain standardized reporting systems in coordination with senior staff.
- Troubleshoot varied and complex problems applying strategic analysis.
- Assist in resolving member complaints.
- Assist with confidential personnel matters.
- Prepare reports and presentations.



- Other duties as assigned.

Skills and Attributes:

- Progressive, strategic, bold, and creative.
- Well organized, self-motivated and organizational.
- Works effectively as part of a team.
- Excellent judgment while working under extreme pressure.
- Excellent written and oral presentation skills.
- Ability to interpret policy and contractual documents.
- Demonstrates competency working with people from diverse backgrounds and cultures
- Dedication to improving the condition of working people and strengthening the role of organizer labor in society through worker action and political activity.

Minimum Qualifications:

- Bachelor's Degree or High School diploma with demonstrated equivalent experience in administrative operations
- 3+ years of relevant and progressive administrative and/or operational experience taking leadership responsibilities

Preferred Experience:

- Experience representing and/or supporting an executive(s).
- Substantial professional experience organizing working class people towards change.
- Demonstrated ability to think and act strategically.

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.

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 \$117,241.55 – \$134,827.78 based on qualifications and experience. SEIU Local 1021 offers a competitive and comprehensive benefits package.

To Apply: Visit our online Career Center found to apply (www.seiu1021.org/jobs). You must include a detailed resume, cover letter indicating the position you are applying for, and the names, and phone numbers of three (3) references. This position is open until it is filled; however, the posting/acceptance of applications may **close** at any time. No phone calls, please.

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.