

APEA/AFT Class Specification Organizer I/II

Definition:

Under general supervision of APEA management, the incumbent provides a wide range of member services including internal organizing, member training, and member engagement. The purpose of the position is to increase member involvement and awareness of union activities in an effort to strengthen solidarity, comradery and power.

Distinguishing Characteristics:

Organizer I is the entry-level professional staff position. Incumbents will be required to collaborate with field representatives, local union officers and management to prioritize internal organizing campaigns and assist in associated tasks. Incumbents participate in organizing at the worksite level with an emphasis on member-to-member communication. Incumbents may be assigned a lead role in certain specific areas.

Organizer II is the journey level professional staff position. Incumbents will be experienced and show competency with union internal organizing. Incumbents will take a lead role when collaborating with field representatives and local union officers on organizing campaigns; as well as take a lead role in coordinating campaign tasks.

Examples of Duties:

- Conducting one-on-one and group organizing conversations with potential, new and current members of the local; mapping the workplace; turning out members to meetings and events; and executing an organizing plan.
- Conducting new member orientations.
- Collaborating with leaders, members and staff to determine organizational and professional training needs.
- Identifying, recruiting, and training potential leaders.
- Designing and managing the development of training and organizing materials.
- Preparing and presenting training programs as needed.
- Keeping detailed notes and managing confidential data.
- Supporting the local campaign planning process.
- Motivating members and setting an example in organizing and meeting commitments.
- Organizing new bargaining units.
- Other duties as assigned related to building power in the workplace and state.

Desired Qualifications:

- Union organizing experience preferred.
- Bachelor's degree preferred.
- Experience working with diverse populations.
- Strong interest in and commitment to unions, the labor movement, and social justice.
- Excellent interpersonal skills, including oral and written communication, listening, motivational skills, and attention to detail.
- Ability to create and execute detailed organizing plans.
- Computer skills, including experience with Microsoft Office, Word, Excel and databases.
- Experience in development of printed and multi-media training materials preferred.

Additional Requirements:

- Willingness to travel frequently and/or for extended periods of time, based on work assignment.
- Willingness to work long and irregular hours, often including nights and weekends.
- Must possess a valid driver's license.
- Must pass a criminal background check.