

Organizing Manager

Job Description:

Responsible for planning organizing campaigns and other actions local-wide campaigns and be able to direct assigned staff to carry out this plan. Supervise staff in their efforts to organize new jurisdictions and/or organize internally. To provide services including, identify and develop rank & file leaders, perform field visits, provide education and training to leaders and members, to do related work as required.

Supervision:

This position works under the general supervision of the President

Supervision Exercised:

Directly supervises reviews and evaluates the work product and activities of organizing staff. Exercises some supervision over clerical regarding special projects, the completion of correspondence, and dissemination and gathering of information

Examples of Duties:

Coordinates and supervises the organizing activities of the organization at all levels. Supervises and assists subordinate organizers and field staff when assigned. Responsible for formulation of policy, strategy, research, campaigns, training, implementation and maintenance of the Association's Organizing Program.

Represents the organization on matters before the Public Employee Labor Relations Board, and the National Labor Relations Board, including preparation and submission of petitions for election, briefs and pleadings etc., affecting organizing efforts. Represents the organization before the Executive and Legislative branches of state, county or municipal government and other official bodies regarding organizing efforts.

Responsible for Campaign Organizing Plan development, implementation, coordination and monitoring, overseeing and lead a team of field staff and member-organizers to achieve specified organizing goals.

Coordinates staff work loads, program responsibilities, training, communications and other related duties with the President and other designated staff or management personnel.

Assists the Chair of the Organizing Committee to ensure Chapter Elections are conducted in accordance with Federal Law and Association Policy and Constitution. Works with the Chair of the Organization Committee to determine the necessity of dissolving chapters in Accordance with Association Policy and Constitution.

Responsible for submitting annual department budget and monitoring of same.

Attends meetings of chapters, committees, the board, the council and the convention and any other relevant body as required to inform and educate the membership and the public on the policies and programs of the association.

Responsible for conducting and winning representation votes, maintaining accurate worksite (building and worker) information, and track worker assignments

Minimum Qualifications:

Four years of college education and four years of practical experience as an Organizer. Proven ability to work with Local Union Leaders or any combination of education and experience, plus five years in a supervisory position. A high level of judgment, leadership and commitment to the goals of the SEA, SEIU Local 1984. Excellent written and verbal communications skills a must. Ability to maintain work files and comply with administrative reporting. Computer competency (Microsoft Office Suite) preferred. Must be able to work independently with elected leaders. The Organizing Administrator must have experience in all elements of an organizing campaign, internally and externally, including leading staff, staff supervision, planning, and budgeting.

Special Qualifications:

Requires a driver's license, auto insurance and automobile.

Willingness to work irregular and long hours and attend required evening and weekend meetings.

Knowledge of NH PELRB and NLRB rules and regulations

Knowledge of Microsoft Office Suite, including Word and Excel, and Access