



# The State Employees' Association Of New Hampshire, Inc.

Service Employees International Union, Local 1984, CTW, CLC

## **Organizing Manager**

**Pay Grade: LG 30**

**Concord, NH**

### **ORGANIZATION OVERVIEW**

The State Employees Association, SEIU Local 1984, is an affiliate of the international the Service Employees International Union (SEIU) with more than 2 million members. SEIU is at the forefront of a movement to build power for working people and empower all workers to form unions, no matter what job they do. SEIU Members are from every walk of life, every political party, every background, and every faith. They come from communities with their own stories and strengths, and that makes the Union all the more powerful because there's strength in numbers.

SEIU members provide essential public services and give a foundation of learning to our youngest and brightest. We believe in and are fighting for a more just society; where all workers are valued and all people respected - no matter where they are from or racial background - where all families and communities can thrive; and where we leave the workplace a more equitable world for future generations.

### **PURPOSE**

The Organizing Manager will lead the Organizing team that is working to mobilize members and workers to improve the lives of the State Employees Association families and our communities, and build a more just, humane society. We want an energetic Organizing Manager to lead the work of rallying a membership of roughly 8,000 and engaging in growing a powerful statewide Association for service employees and their families throughout the State, for employees both public and private.

### **PRIMARY RESPONSIBILITIES**

- Supervises and helps coordinate the Organizing activities of the Association at all levels. Assist Organizers and other field staff in member recruitment and retention, issue campaigns, worker movement, and outreach activities.
- Formulate the strategies, research, campaigns, training, implementation, and maintenance of the Association's Organizing Programs.
- Develop Campaign Organizing Plans for implementation, coordination, and tracking.
- Oversee and lead a team of field staff and member-organizers in project management prioritizing to achieve specified Organizing goals.
- Conduct winning representation votes, maintain accurate worksite (building and worker) information, and track worker assignments.
- Coordinate staff workloads, program responsibilities, communications, and other related duties with the President, COO, and other designated staff.
- Represent the Association 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. Represent the organization before the Executive and Legislative branches of state, county, or municipal government, and



# The State Employees' Association Of New Hampshire, Inc.

other official bodies regarding organizing efforts.

- Attend chapters, committees, the board, and the council meetings as well as convention and any other relevant body, as necessary to inform and educate programming.

## **QUALIFICATION REQUIREMENTS**

**Education:** Four years of college education.

**Experience:** Four years of practical experience as an Organizer. A high level of judgment, leadership, and commitment to the goals of the State Employee Association SEIU Local 1984 along with experience that would provide the following knowledge, skills, and/or abilities:

- Strong written and verbal communications skills in individual, group, and large-format scenarios.
- Attend to details and project management skills.
- Work independently and on teams.
- Thorough knowledge of labor organizing planning and development
- Ability to train and develop new organizers.
- 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.
- Computer competency in the MS Office Suite, including Access, Excel, and Word.

**Physical Requirements:** Work is generally performed in an office setting, but may be required to work in other settings conducive to performing the work required to complete the assignment, such as field assignments. Long and extended hours and travel required.

**Direction Report:** This position works under the supervision of the COO.

## **BENEFITS**

Salary starting at \$67K per year. SEIU staff also enjoy excellent employer-sponsored benefits to include comprehensive health benefits (major medical, dental and vision coverage) for employees and eligible dependents; domestic partner benefits; generous holiday and vacation leave policies; and both a pension retirement plan and a 401(k) retirement savings plan.

## **APPLICATION REQUIREMENTS**

A resume is required for all applications and a cover letter is suggested. Your cover letter should explain your reason for wanting to work with us, an example of how you demonstrated success in a similar position, and a description of how this position fits into your long-term career plan.

*Revised: August 7, 2020*