

OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL 11

POSITION: Junior/Senior *Union Representative*

WAGE RANGE: These are salaried positions and are paid at a weekly rate.

DEPENDING ON EXPERIENCE	
Junior without Experience	Senior with Experience
Starting \$1400.80	Starting \$1745.20

The Office & Professional Employees International Union, Local 11 has an opening for a Junior/Senior Union Representative position within our offices. The ideal candidate for this position would need to be able to embrace the vision of the Office & Professional Employees International Union, Local 11 and the aims and purposes of this Union; as well as the goals of the Executive Officer/Secretary-Treasurer.

GENERAL JOB DESCRIPTION:

The Junior Union Representative is an opportunity for those interested in serving the Union to obtain the skills and knowledge to ultimately advance into the Senior Union Representative role.

If hired as a Junior Union Representative you are shadowed under the full direction of the Executive Office/Secretary-Treasurer of the Office & Professional Employees International Union, Local 11 and intermittent supervision of Senior Union Representatives. Both the Junior and Senior Union Representative positions provide a professional echelon of guidance and service to our members and work closely with Stewards, Employers, government officials and other Union leaders.

As a Junior Union Representative, the Employer will establish as some point within the shadowing process to allow a more independent role for this position so that they might establish relationships and practices for the areas of assignment; which is driven by the employee's success. The goal is to create a foundation for the Junior Union Representative to feel proud with the work they are doing and look to this as a long-term career; growing into the Senior Union Representative position.

As a Junior/Senior Union Representative you would be in charge of communicating the aims and purposes of this Union to our membership; carrying out internal and external organizing as needed; and shall be devoted and dedicated to promoting, protecting and championing the legitimate struggles of office, professional, technical, and industrial workers toward achieving economic well-being, their general welfare, a work place free from discrimination or harassment, and rights as workers and citizens.

The Junior/Senior Union Representative is self-motivated, organized, and able to prioritize to meet deadlines. In these positions, the Junior/Senior Union Representative must possess good verbal and written communication skills as it is necessary to assist via phone, email, or in-person. Must have the ability to work independently and think critically to solve problems.

The Junior/Senior Union Representative is required to have their COVID-19 vaccine, a valid driver's license, automobile insurance and a reliable vehicle. Driving long distances for extended periods of time is also required. Travel both statewide and out of State with overnights and periods away from home may be required

The Junior/Senior Union Representative work under the full direction of the Executive Officer/Secretary-Treasurer of the Office & Professional Employees International Union, Local 11 and shall serve a one (1) year probationary period.

RESPONSIBILITIES INCLUDE:

- Representation of Members
- Negotiate Collective Bargaining Agreements
- Grievance filing and resolution
- Contract administration, interpretation and enforcement
- Able to manage a high level of complex, confidential and sensitive issues
- Operate as a liaison between labor and management
- Maintain accurate record keeping
- Attend and participate in staff meetings; general membership meetings and trainings as required
- Organize new bargaining units
- Ability to self-govern and operate under independent responsibility and work as a team
- Driving long distances for extended periods of time is also required. Travel both statewide and out of State with overnights and periods away from home may be required.

QUALIFICATIONS:

- Experience:
 - **Junior Union Representative** basic knowledge of working in and around labor and dealing with employee relations or proven ability to progressively learn the responsibilities of the job. Been a Steward of a Union is preferred, but not required.
 - **Senior Union Representative** at least three (3) to five (5) years' experience working in and around labor and dealing with employee relations or proven ability to carry on the responsibilities of the job.
- Proactive Union history
- Strong verbal, listening, written and computer skills.
- Public speaking skills in intense situations, with effective facilitation skills
- Experience in team negotiating Collective Bargaining Agreements and ability to disputes
- Interpersonal skills and the ability to cultivate a good working relationship with members and Employer's.
- Ability to analyze, judge, confirm, assess information and evidence; and act strategically.
- Strong time management and organizational skills

FRINGE BENEFITS:

- Fully Covered Healthcare Insurance
- Vacation
- Sick Leave
- Pension
- 401(k)
- 14-Paid Holidays plus 2-Floating Holidays
- Vehicle Stipend

HOW TO APPLY:

Interested candidates should submit a Cover Letter and Resume by **July 7, 2022 at 5:00pm** to Maureen Goldberg, Executive Officer/Secretary-Treasurer at mc@opeiu11.org for consideration. This posting may be left open beyond the deadline date until sufficient applicants are received and thank you.

