

United Food and Commercial Workers (UFCW) Statewide Community Development

Job Description
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Job Title:

Organizer Intern - \$10 per hour

Must be currently in enrolled in College classes

Contact: Chris Harthen

Strategic Researcher / UFCW Statewide Community Development

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SUMMARY

The Organizer Intern is trained to educate and encourage union membership to non-union workers by providing information regarding union benefits and employee's rights, in compliance with governmental regulations, to achieve a collective bargaining agreement, and may remain in contact with members through servicing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May include the following. Other duties may be assigned. This list is not exhaustive and may be supplemented.

- Will be trained to represent the UFCW in handling and coordinating organizing programs from inception to conclusion, including but not limited to, probing and starting an organizing program, speaking to individuals and groups, conducting house visits to workers, obtaining the necessary signatures for gaining representation rights, organizing committees to obtain signatures, properly filing petitions, handling representation case hearings, holding meetings, composing and writing literature, gathering necessary statements or information to file unfair labor practice charges or objections to elections, and evaluating programs.
- Will be trained to respond quickly to requests for assistance from the Community Development Director regarding any aspect of an organizing campaign, picket line activity, member service and contract negotiations. Assist local unions with picket line activities, signing up membership, carrying out full membership service programs, including auditing of membership records, in the preparation of contract proposals, the conduct of negotiations, reaching an agreement on a contract, membership ratification of a contract, administrative matters and resolving problems.
- Prepare brief weekly written reports of work activities to the director and Researcher. Maintain detailed records of project activities.
- Regularly input and extract data from a Windows database and other software packages as needed to track organizing programs.
- Will be trained to represent UFCW Statewide Community Development in community affairs and Corporate Strategy Worker Advocacy Projects (SWAP), and when assigned to attend conferences, seminars, and training programs for union officers, staff, or members on a variety of labor-related issues.
- Personally provide transportation by automobile to individuals in the course of the Organizer Intern's regular job duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience

Working knowledge of contract enforcement, workers rights, and basic labor laws desirable. Campaign experience as a union member, organizer or representative, or in political, legislative or social justice campaigns preferred. In order to advance from an Organizer Intern to an Organizer, to a General Organizer and finally to an International Representative, the incumbent must have successfully carried out previous job assignments. Relevant work experience and length of service are also considered.

Job Demands

Ability to work under high pressure in a fast-paced work environment, with multiple priorities and critical deadlines is required. Must be able to engage in frequent travel throughout Michigan, on short notice. Long and sometimes irregular hours, including nights and weekends, may be necessary, while working with the student's schedules. The job will be no more than 20 hours a week.

Professional Skills

Must be able to make effective and persuasive speeches or presentations to groups and individuals. Strong oral and written communication skills are essential. Computer literacy, including but not limited to, a working knowledge of computer functionality and Microsoft Windows, is desirable.

Personal Characteristics

Must be results-oriented and highly organized, with the ability to prioritize projects and activities. Must possess strong interpersonal skills and the ability to deal effectively with groups of diverse people in matters that affect their livelihood. Requires initiative, honesty, leadership, ability to motivate people, ability to learn quickly, a good work ethic and proven ability to successfully carry out assignments. Must possess the ability to think strategically and exercise a high level of judgment. Commitment to, knowledge of, and interest in the U.S. and Canadian labor movements.

Other Requirements

Valid driver's license and reliable vehicle. In some circumstances, foreign language skills are required; bilingual English/Spanish and other languages is a plus.

Reasonable accommodations will be provided pursuant to the Americans with Disabilities Act (ADA).