

United Food and Commercial Workers (UFCW) Statewide Community Development

Job Description
January, 2010

Job Title:

Research Intern - \$10 per hour

Must be currently enrolled in College classes

Contact: Chris Harthen

Strategic Researcher / UFCW Statewide Community Development

Chris.Harthen@gmail.com

SUMMARY

The Research Intern assists the Strategic Researcher and Director in research on current organizing campaigns and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Conduct research on companies, industries, and issues of interest to the UFCW for organizing campaigns, collective bargaining activities and/or legislative initiatives.
- Identify, collect data and summarize basic industry issues and corporate structure and/or collective bargaining patterns and contracts within UFCW and across unions.
- Develop basic quantitative and qualitative analysis for use in campaigns and collective bargaining.
- Report findings to UFCW Community Development Director.
- Deliver presentations to local union leaders.
- Interacts and collects information from staff at all levels of the organization.
- Follows protocol for responding to research requests.
- Travel and extended hours are required.

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

Related BA work preferred. Experience in labor, community services or political action activities are desired.

Computer/Software Skills

Beginner to intermediate skill using Excel, Access, PowerPoint and MS Word.

Communication Skills

Strong oral and written communications skills.

Other Knowledge/Skills/Abilities Required

Demonstrated ability to do basic quantitative and qualitative analysis. Must be organized and responsive to deadlines. Must be able to use discretion and recognize when to refer issues to a higher level. Must be able to work professionally with staff at all levels of the organization.

Personal Characteristics

Commitment to, knowledge of and interest in the labor movement. Interest in accounting and financial analysis.

Job Demands

Travel is required sometimes at the last minute. Some irregular or unpredictable hours are required. Often work is performed with multiple projects occurring simultaneously under deadline. Valid driver's license is required as well as reliable vehicle. The job will be no more than 20 hours a week.

Working Conditions

The work is performed in a normal office environment. The noise level in the work environment is usually moderate. Travel assignments may involve a wide variety of working environments.

Physical Demands

This position involves, but is not limited to, written and oral communications skills, use of computer keyboard, close vision, sitting for long periods, stooping, bending and reaching.

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