



Local 2322

# United Automobile, Aerospace & Agricultural Implement Workers

*"Many faces, one Union!"*

July 11, 2016

**Position: Full Time (40 hours)** Servicing Representative/Organizer based out of Holyoke, MA

- Applicants must be a UAW member in good standing for at least one year prior to hire

**Hours of work:** Flexible full time work schedule (can be long & unpredictable based on needs of membership)

**Job Duties include but are not limited to:**

- Coordinating member-driven contract negotiations
- Working with members and stewards to administer and enforce contract, resolve disputes, process grievances, arbitrations and Unfair Labor Practices and using these as organizing opportunities
- Organizing and facilitating member trainings
- Identify, recruit, train and develop worksite leaders
- Participate in new shop organizing
- Conduct new member orientations
- Engage in internal member mobilization activities
- Organize workers to address worksite and economic justice issues through collective action
- Maintain regular and effective communication with workers
- Facilitate labor-management meetings in worksites
- Building and strengthening stewards networks
- Organize and participate in rallies, demonstrations, and meetings (including but not limited to: joint council meetings, stewards' meetings, committee meetings, coalition meetings, etc)
- Participate in and recruit members to participate in legislative and electoral campaign activities
- Develop fliers, posters, buttons, slogans and other campaign related materials and items
- Help develop the Union's message by talking to members, stewards and union leaders, and articulate this message among the membership at large

## **Skills and Qualities Preferred:**

- Prior organizing experience
- Experienced trainer
- Past union experience should include negotiating labor contracts, handling grievances and other informal adversarial hearings.
- Familiarity with labor and employment law
- Basic legal research experience
- "People-person" -- Excellent interpersonal and group communication skills
- Excellent oral and written communication skills and skill in word processing and excel
- Detail oriented
- Adaptable to different environments, neat appearance, accessibility to buildings varies
- Ability to work with and take direction from the Local President, Executive Board and Joint Council
- Self-motivated and able to work independently
- Patience, persistence and flexibility
- Enthusiasm and tact
- Positive attitude
- Familiarity with the fields of early childhood education, higher education, health and human services
- Fine tuned and attentive listening skills
- A properly insured, registered vehicle and a valid Drivers License is required
- Familiarity with teleconferencing technologies
- Spanish language skills useful

## **Office Duties:**

- Checking phone messages and returning calls
- Maintain mailing lists
- Draft memos and documents
- Keep e-board and joint council advised of any developments regarding potential problems, hot issues, and activities union needs to be involved in
- Computer literate: email, word processing (Word), spreadsheets (Excel), internet usage
- Managing electronic lists, such as jurisdiction, members, campus managers, etc.
- Fax, photocopying, and filing
- Run errands pertaining to union activities
- And other duties as assigned

**Starting pay rate:** \$862.69/week with benefits

To be considered please submit a resume, cover letter and status of UAW membership to [hiring2@uaw2322.org](mailto: hiring2@uaw2322.org) by midnight on Monday, July 25<sup>th</sup>. We anticipate a start date of early August.