



Coalition of Labor Union Women

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Job Announcement

Coalition of Labor Union Women Membership and Field Organizer

POSITION

The membership and field organizer's role is to organize and build CLUW membership, help form new chapters, assist current chapters in development of programs and membership recruitment, enter and oversee membership applications into the data base, notify members of renewals, provide reports of members when requested, and help link CLUW chapters and state bodies with AFL-CIO central labor councils and other labor and allied groups.

She/he also serves to promote labor movement priorities through assisting chapters in carrying out programs CLUW initiates and promotes in support of union goals.

CLUW is a national membership organization that promotes participation and leadership development for women in the workplace and at all levels of union structure. CLUW deals with a wide variety of issues involving working women and their families. Priorities include leadership development, organizing, promoting affirmative action, and legislative and political action (visit www.cluw.org for more information).

JOB DESCRIPTION

Assist in furthering CLUW's goals by formulating programs to increase CLUW membership and through contact and follow-through with existing and potential CLUW chapters and state entities. Work with the AFL-CIO unions and other unions as well as allied groups to build coalitions to energize CLUW chapters and encourage activism in CLUW and labor movement priorities.

Organizing

- Work with the CLUW Executive Director and Officers to formulate strategies, as well as hands-on activities for building CLUW membership and developing new chapters.
- Gain support of union women to increase CLUW's membership and participate in our programs.
- Communicate to young women the importance of becoming fully involved.
- Utilize current methods of communication to accomplish organizing goals.
- Identify locations for potential new chapters.

Promoting Union-Wide Priorities

- Provide assistance and support to chapters in implementing labor movement priority programs; this includes national programs, legislative action, and local organizing support particularly in areas where large numbers of women are impacted and where issues of importance to female workers are part of the organizing plan such as equal pay, child care, paid leave, scheduling and financial independence.
- Assist in linking CLUW chapters to appropriate AFL-CIO bodies (such as central labor councils), area local unions, other constituency groups, and allied organizations.

Chapter Assistance

- Maintain regular contact with CLUW State Presidents and Chapters to monitor activities, ensure accountability and report to Executive Director, National Officers Council, and National Executive Board.
- Respond timely to requests to national office for assistance.
- Maintain chapter records and ensure compliance with state and chapter reporting and other requirements spelled out in the CLUW Constitution.

CLUW Membership

- Manage and maintain database.
- Process, balance and file all membership applications. Produce membership, and CLUW reports upon request.
- Ensure timely deposit of membership revenue in banking account and by electronic transfer of credit card payments
- Distribute union and state membership reports at NEB meeting.

Assist the Executive Director on a Daily Basis, National Executive Board Meetings, Conventions and Special Projects

- Special Projects — such as report/reporting, State President/Vice President Elections, outreach to Area Federations and Central Labor Councils in which AFL-CIO Constituency Groups are located, grant report submissions as they pertain to organizing.
- Assist with preparation of all meetings and conventions including registration, kit stuffing, credentials, exhibit booths and other support as needed as well as attendance where requested.
- Provide office support on general projects and activities aimed at building CLUW, including communication by phone, e-mail and hard copy correspondence, banking, mailings and other duties as assigned.

EXPERIENCE AND SKILLS NEEDED

Required

- Understanding the needs and concerns of working women
- Highly organized work practices
- Proven record of initiating and following through on assignments with minimal supervision
- Ability to work under pressure and perform under tight deadlines
- Excellent writing skills
- Demonstrated gregarious personality and ability to reach out to potential members to grow our organization
- High level of integrity and understanding of the importance of financial transactions
- 4 year college graduate
- Understanding the importance of a service based organization
- Understanding the importance of professional work practices
- Demonstrated proficient knowledge in a variety of software programs including Microsoft Word, Microsoft Excel, Power Point, Microsoft Access and Outlook and adaptability to new programs
- Desktop publishing and graphics experience
- Social media skills: Facebook, Twitter, Tumblr
- Public speaking experience
- Ability to multi task
- Ability to work well with people from different age groups and diverse backgrounds
- Specialized skill and experience in reaching out to young women
- Experience in working with and through coalitions
- Ability to travel, as needed

Highly Desirable

- Union and/or community organizing experience
- Knowledge and background in the labor movement
- Web site knowledge
- Multilingual skills are desirable but not necessary
- Experience recruiting and supervising interns

Salary

- Salary is commensurate with small non-profit organizations, plus benefits.

Location

- Washington, DC

Send e-mail cover letter, resume and work-related writing samples, no later than January 31. Include on subject line: CLUW Membership and Field Organizer Position. Interviews will be scheduled as resumes from appropriate candidates are received.

Send to:

Connie Leak, President/Carol Rosenblatt,
Executive Director
Coalition of Labor Union Women (CLUW)
E-Mail: CLUW@cluw.org