



## **Internal Organizer – UCSF**

**Location: San Francisco**

**Job Title:** Internal Organizer – UCSF

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**Job Classification:** Full-time, Permanent, Union, Exempt

**Salary:** \$69,599.21 - \$97,748.75

**AFSCME Local 3299 is a hard-fighting, progressive union, representing more than 30,000 University of California essential workers.**

**Since 1948, we've prided ourselves on effectively representing UC workers while relentlessly fighting to provide social justice and economic opportunity to both our members and to the greater public we serve.**

To learn more about AFSCME 3299, please visit our webpage: <https://afscme3299.org/>

### **Purpose**

Organizers are responsible for conducting internal, and sometimes external organizing campaigns by organizing workplace committees, making home visits, performing worker assessments, planning and carrying out worksite organizing and comprehensive campaigns. Organizer's will be expected to target issues, identify workplace leaders and recruit them as Member Action Team leaders, and move workers to use collective action to solve workplace issues.

**PRIMARY RESPONSIBILITIES** (Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

- Recruit and develop worksite leaders to become involved in the Member Action Team and other union activities.
- Develops volunteer organizers and/or lost timers from within the AFSCME membership.
- Develops broad, representative organizing committees of worksite leaders, and trains them to move worksite organizing campaigns.
- Visits job sites to communicate with workers.
- Visits workers in their homes.
- Writes leaflets and other materials for organizing campaigns.
- Obtains and creates employee charts. Maintains list, which may include input on, and operation of, computerized database systems.
- Informs Lead Organizer and other supervisors of activities, developments and progress of organizing activity, including worker meetings.
- Uses knowledge of basic labor law such as FMLA, ADA, OSHA, Workers Compensation and Fair Housing and Employment.
- Meets goals and deadlines.
- Promptly return phone calls, especially to members.
- Complete administrative tasks such as Expense or Hudson Reports.
- Accepts and applies feedback and constructive criticism from Lead Organizer or other supervisor.
- Performs related work as required.

## **Directions and Decision Making**

This position reports to a Lead Organizer and/or other supervisor. Direct supervision and direction will be from a Lead Organizer or other supervisor as assigned. Organizers are expected to report regularly to a **\*\*Lead Organizer** or other assigned supervisor.

## **Education and Experience**

- High School Diploma and 6 months to 3 years' experience in union organizing; or successful completion of an AFSCME 3299 or the like Internship; or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:
- Knowledge of union organizing practice and principles.
- Leadership and motivational skills
- Good oral and written communication skills.
- Fluent bilingual skills are desirable.
- Knowledge of anti-union employer tactics.
- Basic knowledge of labor laws, especially with respect to union organizing.
- Basic computer skills, such as Word, Excel, and E-Mail Programs.
- Women and people of color are encouraged to apply.
- Salary is competitive. Excellent benefits include: medical, dental, vision, car allowance, car insurance reimbursement, and educational reimbursement and opportunities for advancement.

## **Additional Requirements:**

- Extended day and occasional overnight travel.
- Willingness to work long and irregular hours, including nights and weekends.
- Must possess a valid California driver's license, auto insurance with business coverage, and an automobile for business use.
- Bilingual Spanish/Cantonese/English preferred

## **Physical Requirements (as required by ADA)**

Work is performed in a variety of employment settings. Driving, travel, temporary assignments, irregular and extended work hours are required.

AFSCME 3299's members are a diverse group of workers reflecting all of California, and are mostly people of color and women. We are an equal opportunity employer, and strongly encourage all those qualified and interested to apply.

Salary is dependent on experience with a comprehensive benefits package including: fully paid Kaiser medical, dental, vision insurance for self and family, business allowance, car insurance reimbursement, and educational reimbursement.

### **Interested applicants should send your application to:**

Unionsearch Managing Partner, Patricia Johnson at:

[patjohnson@unionsearch.org](mailto:patjohnson@unionsearch.org)

## **Please include the following:**

- Subject line: **AFSCME 3299 Internal Organizer – UCSF**
- A resume with the months and years of employment for each position.
- A cover letter addressing your qualifications and ability to carry out the duties of the position.
- 3 References

### **To schedule a confidential phone call about this position, please email:**

Joann Lo, Unionsearch Associate at: [jolo@unionsearch.org](mailto:jolo@unionsearch.org)

Position open until filled