

## SEIU Local 73 Job Posting

### **Title: Organizing and Offense Director**

SEIU Local 73 seeks to hire an Organizing and Offense Director to grow our union and raise standards for working people.

### **Duties and Responsibilities**

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The successful candidate will be expected to:

#### **Develop and Implement Winning Organizing Campaigns**

- Develop the overall new organizing strategy, with strategic direction from the Chief of Staff and executive officers
- Oversee campaigns that result in Local recognition and first contracts
- Build strong relationships with working people, with a particular focus on empowering worksite leaders
- Oversee the development and implementation of member organizing committees
- Work closely with the Local's legal department to process organizing petitions and unfair labor practice charges related to organizing including investigation, preparation of witnesses and exhibits, and general development of case
- Develop political and community support for organizing campaigns and offense campaigns
- Work with the International Union to carry out the SEIU Public Division organizing program in Illinois and Northwest Indiana
- Research and work with the Local's senior leadership team and field and research staff to identify potential organizing targets, analyzing data and applying other relevant criteria in assessment
- Develop/assist in development of tools for field strategy implementation as necessary

#### **Run Offense Campaigns**

- Develop and implement offense campaigns to advocate for fully funded public services in Illinois and Northwest Indiana
- Work in coalition with community partners to further offense work and Local 73 priorities to better the lives of working people

#### **Supervise and Mentor Organizing Staff**

- Ensure high performance and results from assigned staff and overall quality, efficient and effective operation of the organizing department
- Provide support and accountability to assigned organizing staff
- Set a standard of excellence and rigor

- Contribute to a collaborative team effort to meet the Local's organizing objectives

### **Develop and Implement Ongoing Staff Training and Development**

- Identify informal and formal training opportunities
- Mentor, coach, and shadow assigned staff in organizing skills
- Create individual staff development plans and evaluate staff

### **Measure Performance**

- Prepare timely written campaign reports and meeting summaries
- Provide regular reports and analysis of the new organizing program to officers and the Chief of Staff

### **Coordinate Across Departments**

- Coordinate the new organizing work with internal organizing, legal, research and communication staff
- Coordinate the activities of the new organizing program with the overall program of the union
- Assignments to political, electoral and growth mobilization as required by the organization and
- Other duties as assigned

Other Expectations: The New Organizing Director is expected to lead by example. It is the role of the New Organizing Director to provide model behaviors of what is expected as a leader in our Union. SEIU Local 73 staff are expected to respect the processes of the organization. The New Organizing Director will be required to work long and irregular hours, and to work on weekends and holidays when necessary.

### **Job Qualifications and Requirements**

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- Experience developing and successfully winning organizing campaigns at a supervisory and managerial level.
- Two years or more experience in a supervisory or lead capacity.
- Ability to develop a field strategy and detailed action plan; clearly outline roles for team members, colleagues and partners; and deliver on the plan on time.
- Proven ability to manage in a manner which inspires, motivates, develops, and maintains good working relations with diverse membership and staff.
- Sophisticated knowledge of legal, political, economic, and industry forces that impact organizing campaigns.
- Strategic vision and direction for short- and long-term campaigns on local, regional, state, and national issues and levels to win policy and administrative change.
- Strong computer skills; experience with union databases systems for inputting and tracking organizing targets preferred.

- Experience with the following types of organizations is highly significant: labor unions, progressive issue advocacy organizations, community organizations, political campaigns and elected officials, employer/union relations.
- Personal commitment to the mission and goals of SEIU Local 73.
- Excellent oral and written communication skills.
- Commitment and capacity to maintain the highest level of integrity, judgment, confidentiality and discretion in managing union information and resources.
- Moderate in-state travel and occasional overnight travel.
- Strong personal planning and time management skills, ability to develop and carry out work plans with minimal supervision, and ability to work with people from diverse cultures and backgrounds.
- Excellent independent judgment and attention to sensitive relationships.

### **Working Conditions**

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The position is based in the Chicago headquarters of the union and will report to an executive officer of the union.

A cell phone, driver's license, and automobile insurance are requirements of this position. Cell phone and car allowance is provided.

Long and irregular hours frequently required.

The position includes a competitive salary based on experience and a package of benefits that includes paid holidays, vacations, fully paid health benefits including health, dental, vision and prescription drug benefits. All staff in the union are participants in a defined benefit pension plan fully paid by the employer.

The Local does not pay for travel or relocation expenses.

This position is a confidential, supervisory, managerial, exempt, non-bargaining unit classification.

### **Background**

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With nearly 30,000 members and growing, SEIU Local 73 has a proud history of raising standards for workers and their families. The Local represents service, technical and professional workers primarily in the public sector in Illinois and Indiana who are employed in state government, local government, school districts, publicly funded social service agencies and colleges and universities.

Local 73 is committed to bettering the lives of working people through organizing workers to create a powerful voice on their job to win fair wages, meaningful benefits, a sustainable retirement and job protection.

SEIU Local 73 is affiliated with the Service Employees International Union (SEIU) with 2 million members in the US, Canada and Puerto Rico. Local 73 is united with those 2 million members in a shared belief in the dignity of workers and the value of their work and in a commitment to a more just and humane society.

### **To Apply**

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Submit cover letter with salary requirements and resume to [careers@seiu73.org](mailto:careers@seiu73.org).

Interviews will begin in January and continue until the position is filled.