

November 10, 2020

ACE-AFSCME Local 2250 is one of AFSCME's largest education support personnel locals, representing over 6,000 members in Prince George's County. Local 2250 has a rich history of members standing up and fighting for the essential services for every child to be successful in and out of the classroom. We believe that every child deserves a high-quality education and that every school employee deserves fair pay and respect on the job. The work members do every day is critical to the success of the next generation, and our job is to advocate for our community and ourselves.

ACE-AFSCME Local 2250 is seeking applicants for the position of Field Representative (Organizer). This position is housed at the Association's headquarters located at 14440 Old Mill Road, Upper Marlboro, Maryland 20772.

Attached is a summary of the duties and requirements for the position. Applicants must submit the following items by Friday, November 27, 2020:

- A cover letter
- A current resume

Complete materials may be sent to: [timothy.traylor@ace-afscme.org](mailto:timothy.traylor@ace-afscme.org)

Or

ACE-AFSCME Local 2250  
14440 Old Mill Road  
Upper Marlboro, MD 20772  
Attention: Timothy Traylor

Attachments

POSITION TITLE: Field Representative (Organizer)  
BARGAINING UNIT: None  
FLSA: Exempt  
SALARY RANGE: \$55,070 to \$88,385 (Based on Experience)  
Benefits include Retirement, Medical, Dental & Vision

### **Job Summary**

This is a bargaining unit position responsible for successfully conducting and running organizing campaigns. 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. She/He/They 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. Performs assessment and plans campaigns implementing the AFSCME Organizing Model. This is not a 9 to 5 job - long and varied hours, with early morning, evening, weekend work and travel, including overnight stays.

### **Summary of Responsibilities:**

- Assist the Executive Director and Union officials in the development and implementation of the Local's organizing plan.
- Develops broad, representative organizing committees of worksite leaders, and trains them to move worksite organizing campaigns.
- Assist with executing campaigns around workplace issues, including but not limited to, privatization, budget cuts, contract negotiations, worker health & safety, etc.
- Visits job sites and homes to communicate with workers.
- Assist bargaining unit employees in all aspects of employee/employer labor and employment relations.
- Oversees the development of various communication plans, designed to increase outreach to members and union officials.
- Promote and recruit bargaining unit employees into the unified Local dues program.
- Promote and recruit members into the AFSCME PEOPLE and Local PAC programs.
- Work to build coalitions with community groups and organizations.
- Perform other duties as assigned.

### **Education, Experience, and Special Requirements**

Must possess a High School Diploma and strong knowledge and at least three (3) years of experience in union internal and external organizing in the public sector. Experience working in a union environment is required. Bilingual (Spanish) skills are also desirable, but not required.

### **Knowledge, Skills, and Abilities**

- Exceptional attention to accuracy and detail is required;
- Strong strategic, problem solving, and critical thinking are necessary;
- Strong organizational and time management skills;
- Ability to handle multiple projects simultaneously, prioritize competing tasks and manage work under weekly, monthly and quarterly deadlines;
- Demonstrated positive attitude and effectiveness in working independently and in a team environment;
- Adept interpersonal relationship skills to work harmoniously with ACE-AFSCME Local 2250 staff, management, union leaders, and affiliates;
- Strong work ethic and self-motivation are essential;

- Excellent written and verbal communication skills, strong listening skills, ability to compose simple correspondence and verbally convey information clearly;
- Intermediate level experience with Zoom, Microsoft Office applications is required; and
- Ability to maintain a valid US driver's license that complies with the state of Maryland.

Submission deadline: November 27, 2020  
Email address: [timothy.traylor@ace-afscme.org](mailto:timothy.traylor@ace-afscme.org)