



INTERNAL & EXTERNAL JOB POSTING AFSCME MINNESOTA COUNCIL 5 COMMUNICATIONS COORDINATOR

AFSCME MN Council 5 is currently taking applications for the position of *Communications Coordinator*. This position will be based out of *South St. Paul, Minnesota*.

COMMUNICATIONS COORDINATOR

This position is responsible for implementing and maintaining the internal and external communications program for AFSCME Council 5, a union of 43,000 workers who advocate for excellence in public services, dignity in the workplace, and opportunity and prosperity for all workers. Under the direction of the Director, the Communications Coordinator works closely with management, staff, and rank-and-file members and leaders to best advance the communications goals of the organization.

ACCOUNTABILITIES:

This position is accountable to the Director of External Relations and Planning and ultimately to the members of AFSCME MN Council 5.

JOB DUTIES:

- Edit and design *Stepping Up*, a semi-annual magazine with circulation to 43,000 union members and retirees.
- Edit and design Action Update, a semi-monthly newsletter with circulation to over 60,000 activists.
- Provide photographic and video services for events, featured member stories and more.
- Implement communications strategies to support internal organizing, membership growth & political action.
- Maintain and post on social media accounts (Facebook, Twitter, and Instagram) & website.
- Writing talking points, speeches, letters, blog posts, et.al. featuring AFSCME members and leaders.
- Coordinate Council 5's State Fair booth and communications needs at annual lobby days, membership conventions, direct action events, press conferences, and more.
- Maintain brand consistency in all communications.
- Utilize email and text message systems to communication with members, including Action Network, Mobile Commons, et.al.
- Work collaboratively with Director to create new, effective, and innovative communications solutions for members.
- Other duties as assigned.

SKILLS:

- ✓ Experience writing, designing, and editing print publications.
- ✓ Experience photographing and videotaping people and events.
- ✓ Demonstrated proficiency with graphic design & photo/video editing software, including but not limited to Canva, Adobe Photoshop, Adobe Premiere, Final Cut Pro, and/or iMovie.
- ✓ Knowledge of organized labor and movement building.
- ✓ Ability to write and speak persuasively and be a storyteller at heart.
- ✓ Driven to work as part of a driven communications team and large, diverse membership organization.
- ✓ Ability to manage time, prioritize multiple projects, and meet multiple deadlines.
- ✓ Ability to exercise independent judgment, identify and solve problems and be proactive.
- ✓ Knowledgeable in website development/maintenance and ability to deliver wide a range of trainings.

(over)

JOB REQUIREMENTS:

- High School diploma or equivalent.
- 3-5 years experience in labor, political or community organizing, communications and/or marketing.
- Must be able to lift up to 30 lbs.
- Must have a valid driver's license and be insurable.
- Effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds and work experiences.
- Ability to communicate effectively in all formats.
- Ability to analyze and resolve complex problems.
- Availability to work long, irregular and unusual hours, including weekends and holidays. Most weeks may be more than 40 hours.
- Ability to work under pressure, independently with limited supervision.
- Knowledge of computers, internet and email.

COMPENSATION:

Very competitive salary set by a collective bargaining agreement with the staff union. Includes excellent health, vision, dental insurance, defined-benefit pension, optional 401(k) plan and more

TO APPLY: Send cover letter, resume, at least 3 writing/graphic design samples and any references to:

Liza Allen
AFSCME Council 5
300 Hardman Ave. S.
South St. Paul, Minnesota 55075

Or email: Liza.Allen@afscmemn.org

DEADLINE FOR APPLYING: May 13, 2022 at 4:30 p.m.

AFSCME MINNESOTA COUNCIL 5
(American Federation of State, County, and Municipal Employees, AFL-CIO)
651-450-4990

AFSCME MN Council 5 is an Equal Opportunity Employer; women and people of color strongly encouraged to apply.

(Posted 04/25/2022)

