



INTERNAL & EXTERNAL JOB POSTING AFSCME MINNESOTA COUNCIL 5 FIELD REPRESENTATIVE

AFSCME MN Council 5 is currently taking applications for the position of *Field Representative*. This position will be based out of the *South St. Paul* office. At this time, we anticipate the assignments will involve working with State, Private, City and Local government local unions.

FIELD REPRESENTATIVE

The Field Representative is responsible for performing a multitude of duties providing representation to AFSCME MN Council 5 members and locals. The overall responsibility is for building local union capacity and empowering the membership.

JOB SUMMARY

Incumbents may perform any or all of the following duties and responsibilities for AFSCME MN Council 5 on a recurring basis depending upon the individual local and/or unit assignments. Examples providing a general summary of work and should not be treated as a total and complete list of duties performed by employees in the classification.

JOB DUTIES

- Facilitate a continuous internal organizing program with assigned Locals and Units.
- Works with locals and/or units to develop and implement a process in which the members are involved in finding and implementing solutions to problems rather than having problems solved for them.
- Communicates to the membership policies and positions of the organization; provides advice and guidance to the membership and leadership regarding issues facing the organization.
- Promptly and accurately responds to all forms of communication.
- Attends as needed, local and/or unit meetings.
- Has the ultimate responsibility for the enforcement of the collective agreements. Processes and prepares grievance files in accordance with Council 5 policies. Prepares and conducts arbitrations.
- Assists local and/or units in preparation for negotiations, conduct research when necessary and serves as the chief negotiator in contract negotiations.
- Attends to labor relations problems as they occur. Serves as a resource person for legislative items, trends in collective bargaining, and other matters relating to terms and conditions of employment.
- Trains Local Leaders and Stewards on their duties as a Leader and Steward.
- Actively look for and support opportunities and activities to organize unrepresented groups of workers.
- Will complete accurately and timely all AFSCME MN Council 5 required forms, including activity and expense reports.
- Other duties as assigned.

ACCOUNTABILITIES

Field Representatives must be able to work independently and make necessary decisions concerning all aspects of representation. They are accountable to the assigned Field Director and ultimately to the members of AFSCME MN Council 5.

(over)

JOB REQUIREMENTS

- High School diploma or equivalent.
- Effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds and work experiences.
- Excellent interpersonal skills and the ability to work collaboratively with a group of people and complete tasks in the most effective and efficient ways.
- Knowledge and ability to have one-on-one Organizing conversations.
- Knowledge of and/or experience in the labor movement and its various structures.
- Demonstrable ability to organize, plan, and move a program.
- Ability to analyze and resolve complex problems.
- Ability to work under pressure, independently with limited supervision.
- Ability to communicate effectively in all formats.
- Availability to work long, irregular and unusual hours, including weekends and holidays. Most weeks will be more than 40 hours.
- Must have a valid driver's license and be insurable.
- Knowledge of computers, internet and email.

Resumes and references submitted to: Liza Allen
AFSCME Minnesota Council 5
300 Hardman Avenue South
South St. Paul, MN 55075

Email resumes and references accepted at: liza.allen@afscmemn.org

DEADLINE FOR APPLYING IS: Friday, February 10, 2023 by 4PM

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 01/26//2023)