



CENTRAL PENNSYLVANIA AREA LABOR FEDERATION, AFL-CIO

DIRECTOR

Location: Harrisburg, PA or Duncansville, PA (Depending upon ideal candidate's preference)

The Director will work at the direction of the Board of Directors and Chair and in coordination with the AFL-CIO Field Staff and Pennsylvania AFL-CIO leadership to provide the organization's central labor councils and affiliates with increased local support and assist in the critical development of a more effective local Labor movement in the Central Pennsylvania region.

Area Labor Federations were designed with the goal of strengthening Labor regionally in each state. Pennsylvania was divided into six regions, and the Central Pennsylvania Area Labor Federation region includes a 17 county-area encompassing Lebanon, Lancaster, Dauphin, York, Adams, Juniata, Perry, Cumberland, Centre, Mifflin, Huntingdon, Franklin, Fulton, Blair, Bedford, Cambria, and Somerset Counties. The Central Pennsylvania ALF serves six Central Labor Councils within this region.

Responsibilities:

The Director will manage all aspects of office operations, including scheduling, development and execution of the budget, and employee supervision. In addition PROGRAMATIC PRIORITIES INCLUDE:

1. **CLC GROWTH and SUPPORT.** Working with the six central labor council presidents in the ALF region, the Director will attend regular meetings, report on progress to the state and national AFL-CIO, coordinate activities and assist CLC presidents in the development and execution of strategic plans and budgets. In addition, the Director will provide critical political planning and field program execution in the support of the CLCs during campaigns.
2. **GROWTH RESPONSIBILITIES.** Working in cooperation with the Board of Directors, the Director will develop plans for increasing affiliation to the Area Labor Federation. The Director will hold one-on-one meetings with non-affiliates to encourage affiliation, and will meet with existing affiliates to explore new avenues for their participation in the ALF.
3. **BUILDING PARTICIPATION IN ALL ALF PRIORITY PROGRAMS.** Working with central labor councils, local unions, and community allies, the Central Pennsylvania ALF Director oversees the development of a communication and mobilization system that increases participation and expands Labor's ability to execute strategic programs.
4. **BUILDING A STRONG POLITICAL PROGRAM.** Under the direction of the ALF leadership and consistent with the PA AFL-CIO and the National AFL-CIO goals, the Director will implement a plan that builds and exercises labor's political power. The Director will oversee the creation and implementation of workplace and other communications systems with affiliates to better educate and activate union members in support of issue campaigns and endorsed candidates.
5. **BUILDING SUPPORT FOR AFFILIATE ORGANIZING.** The Director will assist area unions wherever possible in achieving their organizing assistance plan. This may include creation of an organizer's roundtable, development of political and community leverage, facilitating sharing of resources for home visits, creating a pool of multi-language organizers, as well as activities that show support to the affected workers.

6. **BUILDING COMMUNITY RELATIONSHIP AND COALITION.** The Director will facilitate the development of closer ties and effective working relationship between Labor leadership and like-minded community and religious organizations, union affiliate organizations, district councils, political allies, and elected officials.
7. **ORGANIZATIONAL MANAGEMENT.** The Director services a large and diverse board of directors, and works to provide staff support to subcommittees. Responsibilities include logistical planning, preparation, and management of board meetings under direction of the chair and secretary-treasurer. The director also organizes and provides programming support for Annual Meetings of affiliate local unions.
8. **EDUCATION & TRAINING.** The Director is often called upon to provide training and presentations to local unions, community service committees, political gatherings, and PA AFL-CIO conferences. Director must be experienced in developing fresh content and presenting it in a compelling way as well as delivering prepared content in fresh and engaging ways.
9. **BUILDING STRONG COMMUNICATIONS.** The Director is called upon to utilize creativity and knowledge of local issues and dynamics to develop communication programs that can penetrate local media to reach local communities. The director must be familiar with the principles of developing and delivering consistent messages, organizing interesting or compelling media events, and using technology to create media that can be shared across social media to reach members.

REQUIRED SKILLS & KNOWLEDGE:

- Demonstrated commitment to the Labor movement and a basic understanding of its goals and structure.
- Experienced in union, community, or political organizing and mobilization.
- Experience with some political program elements including phone banking, door-to-door canvassing, and message delivery.
- Ability to effectively manage others, direct resources, and maintain a positive and healthy work environment.
- Ability to exhibit strong leadership and motivate others to meet and exceed organizing goals.
- Ability to work under pressure and with minimal supervision; must be well organized and self-motivated
- Excellent verbal and written communication skills including the ability to represent the ALF before Labor leaders, meetings, and conference calls.
- Possession of a valid driver's license and ability to travel within the jurisdiction on a regular basis. Overnight travel will be required at times.
- When assigned, ability to travel for longer periods of time in support of Labor's programs across Pennsylvania or possibly in other states as necessary during critical election phases.
- Willingness to work irregular hours, attend meetings at night and on weekends when called upon, and a desire to put in the required hours to achieve program success.
- Strong computer skills including sound knowledge of the Web-based applications, social media tools, email, Quicken or Quickbooks, and Microsoft Office Suite [PowerPoint, Excel, and Word].
- Familiarity with accounting and bookkeeping and administrative office functions.

QUALIFICATIONS:

- The ideal candidate will possess at minimum an associate's degree or a high school diploma with five years of strong work experience with unions, organizing, or political programs.
- Previous union membership or experience is preferred.
- Ability to relocate if necessary to live within the Area Labor Federation 17-county jurisdiction.

SALARY & BENEFITS

- The Director position is a full-time exempt, salaried position paid \$40,000 - \$50,000 annually based on the ideal candidate's qualifications and previous experience.
- 100% employer provided health care, dental and vision coverage for employee and family.
- Employer provided pension
- Paid sick, personal, and vacation leave
- 11 paid holidays
- Travel allowances and field package

How to apply:

Send a resume and cover letter via email to centralpaalf@gmail.com. Cover letters should be addressed to:

Dominic Sgro, Chair
Central PA Area Labor Federation, AFL-CIO
4031 Executive Park Drive
Harrisburg, PA 17111

The deadlines for submissions is close of business, Wednesday, January 25, 2012.

The Central PA Area Labor Federation, AFL-CIO encourages applications from all qualified candidates regardless of race, ethnicity, age, gender, sexual orientation, marital status, religion, or disability. The Central PA Area Labor Federation, AFL-CIO works to ensure fair treatment of applicants and employees against discrimination and is an equal opportunity employer.