



**Shannon Douvier**  
*Executive Director*

**Jo Musel Parr**  
*Field & Organizing  
Services Director*

**Bev Hansen**  
*Finance Director*

**Troy Bauch**  
*Field Director*

**Kate Black**  
*Field Director*

**Joseph Schulte**  
*Public Affairs  
Coordinator*

February 7<sup>th</sup>, 2024

To: AFSCME Council 65 Local Presidents and Chapter Chairs  
AFSCME Council 65 Executive Board

From: Shannon Douvier, Executive Director, AFSCME Council 65

**RE: VACANCY FOR THE POSITION OF COUNCIL 65 LEAD ORGANIZER**

This is to notify you that a vacancy exists for the position of Council 65 Lead Organizer. This position is designed to increase Council 65 membership, organize the unorganized, and strengthen the engagement of our members. The basic job duties are as outlined in the attached job description.

This is a hybrid position with the requirement of weekly reporting to our office in St. Cloud, MN. The person hired shall be given 90 days in which to relocate.

The position provides an expense package, insurance, and pension plan. Salary range is \$51,528 to \$82,188, placement on the wage scale is limited by the collective bargaining agreement.

If you wish to apply for the position, please submit your resume so it is received in our office prior to 4:00 p.m. on Friday, March 15<sup>th</sup>, 2024. You must include a daytime phone number with your resume. All resumes are to be emailed to [SDouvier@afscme65.org](mailto:SDouvier@afscme65.org) or sent to the following address:

**Shannon Douvier  
Executive Director  
AFSCME Council 65  
3335 West St. Germain Street, Suite 107  
St. Cloud, MN 56301**

Candidates selected for interviews will be contacted to schedule a date and time. If you have any questions, please contact Shannon Douvier at 218-885-3242, ext 201.

cc: AFSCME Council 65 Staff

## **AFSCME COUNCIL 65 JOB DESCRIPTION**

**Job Title:** Lead Organizer

**Reports To:** Field and Organizing Services Director

**Location:** Hybrid- Weekly report to St. Cloud office

**Union:** This position is covered by the MIFSCA collective bargaining agreement

**Salary:** Excellent salary and benefit package – per MIFSCA contract

**Purpose:** This position is designed to increase Council 65 membership, organize the unorganized, and strengthen the engagement of our members. The incumbent is responsible for independently filing election petitions, creating organizing plans, as well as coordinating and conducting a wide array of organizing activities.

### **Primary Responsibilities**

*(Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in this classification.)*

- Clearly communicate the value of union membership to members and potential members in one-on-one conversations and group settings.
- Ability to listen to and retain worker interests and challenges.
- Write campaign proposals & plans with goals and benchmarks.
- Develop broad, representative organizing committees of worker-leaders to build a strong local union beyond winning the election.
- Utilize various databases and other media to build worker lists, assess interests of workers and map worksites.
- File election petitions with the National Labor Relations Board and Bureau of Mediation Services.
- Prepare and participate in pre-hearings and hearings related to inclusion or exclusion from a bargaining unit and unfair election practices.
- Conduct necessary research related to organizing targets to determine potential for successful organizing campaigns.
- Recruit, train, develop and mentor leaders and volunteer organizers.
- Assess the progress of organizing campaigns and recommend go/no-go decisions.
- Prepare leaflets, flyers, or other necessary types of communication.
- Inoculate workers against anti-union messaging.
- Informs Council 65 administrative staff of activities, developments and progress of assigned campaigns.
- Coordinate with other unions involved in coalitions when assigned.
- Assist with political campaigns and legislative activities as assigned.
- Assist Labor Representatives with internal organizing and training when assigned.
- May perform other duties as assigned to assist in the empowerment of our members.

### **Directions and Decisions Making**

This position is part of the Organizing Department. The incumbent will report to the Field and Organizing Services Director on a regular basis. Work is performed independently; yet in coordination with the Field and Organizing Services Director or as directed by other Council 65

administrative staff. Meetings with the Organizing Team and Labor Representatives will be scheduled as needed by the Director either via conference call or in person at locations designated.

**Requirements** (and physical demands as required by ADA)

- General knowledge of the role and duties of union officers and staff.
- Knowledge of union organizing practice and principles.
- Knowledge of federal and state labor laws, especially with respect to union organizing.
- Knowledge of anti-union employer tactics
- Ability to conduct research to evaluate organizing targets, develop organizing lists, and implement organizing strategies and formulate conclusions.
- Ability to lead, train and coordinate volunteer organizers and organizing committee members.
- Excellent leadership and motivational skills
- Advanced oral and written communication skills, including “one-on-one” interpersonal communications
- Ability to work independently and as a team member, remaining on task and on time.
- Work is performed from a field office and at work sites.
- Valid driver’s license & ability to drive long distances safely in varied road conditions that occur in South Dakota and Minnesota.
- Overnight stays occasionally required within Council 65 jurisdiction.
- Vision and hearing acuity is necessary for this position.
- Extended work hours and work week is anticipated.
- Possible short-term temporary assignment to an International Union campaign out of the Council 65 jurisdiction.
- Must pass pre-employment physical, criminal background check and drug and alcohol screen.

**Education and Experience**

High School Diploma required. Post-secondary education is preferred.

Three years of related experience in union, community or political organizing preferred. Equivalent combination of education and experience will be considered.

Ability to use Microsoft Office Suite is required; the ability to use and learn various database software is required for this position.

Applicants must have a valid driver’s license and ability to travel in various weather and road conditions. Vision and hearing acuity is necessary for this position.

**Posting**

Internal posting for 10 calendar days

External posting: Job Service/IU website/Union Jobs.com/Council 65 website/Facebook page/  
Emailed to Council 65 master email list

**Applicants are requested to submit a cover letter and resume outlining their qualifications.**