
PSUFA Job Description

Job Title: PSUFA Vice President of Membership & Organizing	Position Title: Vice President of Membership & Organizing
Reports to: PSUFA Executive Council	% Effort or Wkly Hrs: 15-20 hours
Date: 15 August 2016	Salary/Stipend: \$1200 a month

Position Overview:

The Vice-President of Membership & Organizing shall be responsible for membership recruitment, membership engagement, and membership services of the local. Duties shall include: (a) Up-to-date maintenance of membership database (Knack); (b) Orientation & Training of Department Stewards; (c) Chairing any meeting of Department Stewards; (d) Chairing any meeting of the Organizing Committee; (e) Performing such other duties as may be assigned from time to time by the President or the Executive Council.

Principal Duties and Responsibilities (Essential Functions):**

1. Oversee the membership database (Knack), ensuring that it is up-to-date with current members & member information (includes collecting, inputting & storing current & new union membership forms; accurately tracking members' status (i.e., Active, Inactive, Associate, On Leave));
2. Provide copies of new membership forms to PSU Human Resources at a minimum of 1x/month;
3. Chair the Organizing Committee (includes setting meeting times, creating meeting agendas & guiding the planning & execution of Organizing events/activities throughout the year);
4. Chair the Department Stewards Council (includes maintenance & distribution of the Department Steward Handbook to Dept Stewards, min. of 1x/quarter meetings with Dept Stewards to check in, exchange ideas & provide Dept Stewards with resources to then post, share and/or distribute to fellow members within their department(s);
5. Work in tandem with the Communications Committee to maintain current Dept Steward Handbook, as well as other communications to members on upcoming Organizing activities and events;
6. Identify, mentor & train current and potential member activists to become engaged and active in the union;
7. Prepare & submit, at a minimum, quarterly Organizing & Department Stewards Council reports to the Executive Council
8. Co-lead one of the benefits committees with the president;
9. Meet 1:1 with members and answer questions in person, via emails, etc;

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10. Guide formulation & implementation of the Organizing goals section of the union's Strategic Plan.
 11. Attend monthly Executive Council meetings.

Supervision Received:

Serves on behalf of the PSUFA membership and reports to the Executive Council.

Supervision Exercised:

No direct reports. Oversees and coordinates the work of Department Stewards & other member activists involved in Organizing activities.

Qualifications & Skills:

Education: Masters or equivalent.

PSUFA member in good-standing.

Skills: Strong interpersonal skills and ease with both telephone and in-person contacts. Strong organizational and time-management skills, including ability to handle multiple tasks simultaneously. Facility with written and oral communication. Presentation skills. Listener and strong problem solver. Ability to work independently. Experience with union-related work is an asset.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.