

SEIU Elections Coordinator

Job Description:

The SEIU Elections Coordinator plays a key role in coordinating election work between SEIU locals. The ideal candidate will use project management, field, communications, data, and organizational skills to support a team of local union staff, including legislative directors, communication directors, and field staff.

This is a contract/temporary position beginning as soon as possible after June 11 and continuing through the general election. The position is based out of the SEIU Washington State Council office in Seattle.

Responsibilities:

Administration:

The SEIU Elections Coordinator will work with various electoral campaigns to create a master list of events and opportunities to connect SEIU members to campaign activities. The Coordinator will keep appropriate local union staff members apprised of relevant events and how we can advance our work. The Coordinator will provide at least weekly updates to local union staff regarding calendaring and campaign events. The Coordinator will work with lost time members as needed.

Field:

The SEIU Elections Coordinator will manage schedules and a master calendar for campaign field events including walks, phone banks, and other events. They will find launch sites for member volunteer walks, phone banks, or other events, including proper usage of rally or meeting permits, and coordination of food and printed materials.

The coordinator will coordinate member outreach and member volunteer recruitment and maintain a master calendar to ensure deadlines are met by each local, and that each local has an opportunity to participate. The coordinator may also be asked to staff member to member walks or phone banks, as necessary to provide logistical support.

Data:

The ideal candidate will be fluent in VAN, or willing to learn VAN (a voter database), to assist with data tracking and turf cutting. The coordinator will provide Tech support for VAN and phone banks on an as-needed basis.

The coordinator will track member volunteer voter contact, and coordinate with the campaign as needed. The coordinator will keep a master list of our work to ensure we are on track to meet our outreach goals and report on a regular basis to local union staff about engagement of all locals and progress toward our goals.

Communications:

The SEIU Elections Coordinator will staff the communications subcommittee. The coordinator will also work with other local unions to coordinate their involvement.

The Coordinator will work with local communicators and vendors to meet print, video, and mail deadlines, including providing a calendar of deadlines and project managing mail and other communication pieces. Provide support with proofs, mail list coordination, and compliance with mail permits.

They will provide support for press events including coordinating local union involvement and securing locations.

Qualifications:

- Experience in project management
- Strong organizational skills, with attention to detail
- Excellent communication skills
- Ability to work with people from diverse backgrounds/cultures
- Commitment to justice for working people
- Working knowledge and application of Microsoft Office Suite – Word, Excel, Access, Power Point, Outlook, Explorer
- Experience utilizing, maintaining, learning and teaching various databases, VAN & NUWS preferred
- Willingness to take on new tasks and learn new programs
- Proven organizational skills, including the ability to handle multiple projects at once, while maintaining calm
- Deal well with last minute projects and changes
- Ability to work in a fast paced environment and be detail oriented
- Some amount of local travel
- Full-time work including evening and weekends as needed by campaign
- Must have car and valid driver's license
- Non-profit/union experience a plus

The SEIU State Council is an Equal Opportunity Employer. Women and persons of color are encouraged to apply.

Submit resume and cover letter by June 8, 2012 to Ana Crapsey at Ana@seiuwa.org