

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F Street, NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources / Vacancy #59

DATE: December 19, 2017

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: J. David Cox, Sr.
National President




SUBJECT: Vacancy Announcement – Legislative and Political Organizer, Political
Mobilization Department, Grade 11/12

The purpose of this memorandum is to advise you a vacancy exist for the position of Legislative and Political Organizer, Political Mobilization Department.

Selection to fill the vacancy will be made in accordance with the AFGE/OPEIU #2 Contract, and the National Executive Council's policy on hiring.

Official Station: candidates should reside in the Boston area, or New York city area
Will cover: Maine, Massachusetts, New Hampshire, New York, Vermont

All interested applicants **must apply in writing only to this email: jobs@afge.org**, Attention: Vacancy Announcement #59 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Friday, January 5, 2018.

cc: National Executive Council
Chief Steward, OPEIU #2
Finance Director 

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AFGE WEBSITE)

POSITION DESCRIPTION

**American Federation of Government Employees
National President
Political and Mobilization Department
Washington, DC
Exempt**

CLASSIFICATION: Legislative & Political Organizer, Political Mobilization Department

I. INTRODUCTION:

The AFGE Political Mobilization Department (PMD) is responsible for the continued development, maintenance and strengthening of the Federation's ability to promote and achieve its legislative and policy objectives in Congress and through the Executive Branch of the federal government specifically as it relates to all AFGE members.

PMD is an integrated team consisting of the PAC & Issue Mobilization Staff. Major responsibilities include developing and implementing national and grassroots lobbying strategies/campaigns, issue mobilization campaigns, federal election strategies (including grassroots voter registration, education, and get-out-the-vote efforts) and membership recruitment.

II. MAJOR DUTIES AND RESPONSIBILITIES:

1. Works with grassroots legislative and political activists to implement the Federation's legislative and political action programs for AFGE members. Incumbent will work closely with District Offices, AFGE Councils, Locals, and Membership & Organization Department to develop strategies for recruiting potential AFGE members by linking their concerns with legislative and political action grassroots activities.
2. Works with National Vice Presidents, in state Legislative Political Organizers, AFGE Legislative staff, Councils and Local presidents to develop annual strategic plans for implementing the Federation's national legislative and political plan in each calendar year.
3. Works with AFGE Districts, Councils and Locals to establish inter-connected Legislative and Political Action Networks, a cadre of activists capable of informing and mobilizing AFGE members and potential members around legislative and political issues at the local, state, and District levels. This includes working to identify key individuals (both active and retired AFGE members) for leadership roles in building and mobilizing these networks.

4. Trains AFGE leaders, whether at training events or on-site in legislative and political action grassroots strategies such as meeting with members of Congress, issue mobilization techniques (calling/writing members of Congress), coalition building strategies, media outreach strategies, and election related mobilization strategies.
5. Serves as rapid response coordinator. Establishes, maintains and activates a communication system capable of mobilizing District, Council and Local networks of AFGE activists to respond to fast breaking legislative issues on Capitol Hill.
6. Assists AFGE Districts, Councils and Locals in developing and maintaining local, state and regional coalitions to address legislative and political issues of specific concern to AFGE members but also of mutual concern to other unions, community and public interest organizations.
7. Works with AFGE Districts, Councils and Locals to develop and reach annual goals for building AFGE-PAC and AFGE LAF and strategies for achieving those goals.
8. Works as assigned with AFGE Districts, Councils and Locals to further AFGE's legislative and political action goals by mobilizing AFGE members to participate in election related activity including voter registration, education and get-out-the- vote activities.
9. Promotes and participates in membership recruitment activities.

III. WORK ENVIRONMENT

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners and phones. Long hours are periodically required. Travel is required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

IV. CONTROLS OVER WORK

Works under the day-to-day supervision of Director of Field Mobilization and the Political Director who makes specific assignments. The incumbent is called upon to make judgments as to approaches, techniques, and methods for pursuing established Federation and Department goals. The incumbent is encouraged to point out areas of activity or interest where revised goals and techniques might be considered to facilitate achievement of the Department's goal and mission. The results of the incumbent's completed work are reviewed for extent of fulfillment of Department objectives as delineated.

V. QUALIFICATIONS

1. Applicant must have a minimum of three cumulative years of paid full-time work experience in legislative and/or political action activity including but not limited to grassroots issue mobilization activities, lobbying, educational training, and election related activities (including supervising voter registration, voter education and get-out-the-vote activities).
2. Bachelor's degree required.
3. Demonstrated ability to organize multiple organizations in a concerted effort to accomplish an established legislative or political goal.
4. Demonstrated skill and knowledge in the legislative and political (election) process.
5. Demonstrated ability to educate and motivate individuals to join the union and become involved in legislative and political action activities.
6. Strong training background. Applicant must have previous experience in leading and facilitating trainings with medium-sized groups.
7. Willingness to travel. Position will require substantial travel.
8. Ability to make objective decisions and recommendations independently.
9. Good interpersonal and communication skills. Ability to speak effectively in individual, small group and large settings with AFGE members and leaders as well as members of Congress.
10. Ability to respond quickly and effectively when unexpected events demand an immediate response.
11. Ability to develop and edit written materials, including but not limited to grassroots mobilization materials such as planning documents, issue alerts, issue leaflets, phone scripts, draft letters to members of Congress and the Administration, and instructional material.

VI. EEO STATEMENT:

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.