

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

**MEMORANDUM:** Human Resources\Vacancy #15

**DATE:** March 10, 2023

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

**FROM:** Everett B. Kelley *Everett B. Kelley CB/DC*  
National President

**SUBJECT:** Vacancy Announcement – One Year Term District Organizer - Level 1/2/3, District 7

The purpose of this memorandum is to advise you that a vacancy now exists for the position of One Year Term District Organizer, District 7, effective immediately.

Salary will be based on experience, and in accordance with the AFGE/CWA Local #2385 Contract, Article 4.

**Official Station:** District 7  
District 7 covers: Illinois, Michigan, Wisconsin, Cook County

Selection to fill the vacancy will be made in accordance with the AFGE/CWA Local #2385 Contract, and the National Executive Council's policy on hiring.

All interested applicants **must apply in writing only to this email [jobs@afge.org](mailto:jobs@afge.org)**, Attention: Vacancy Announcement #15 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Friday, March 17, 2023.

**cc:** National Executive Council  
President, CWA Local 2385  
Finance Director

**FOR BULLETIN BOARD POSTING**  
**NOT TO BE REMOVED**  
**(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM**  
**THE AFGE CAREER WEBSITE, UPON REQUEST)**

## **POSITION DESCRIPTION**

### **American Federation of Government Employees (AFGE)**

**Department:** District 7  
**Location** Illinois, Michigan, Wisconsin, Cook County  
**FSLA Classification:** Exempt  
**Position Title:** One Year Term District Organizer

#### **I. INTRODUCTION**

This position is located in the District and is established for the purpose of providing central direction and control over efforts to increase and maintain AFGE membership at the highest possible level. The incumbent in this position will be primarily responsible for representational election efforts and union building activities. This includes the development of promotional strategies, themes, ideas, and programs; planning, organizing, and directing the work of committees, groups, and volunteers participating in the conduct of organization drives and campaigns; providing leadership in conducting drives for large unit consolidations, mergers, or agency-wide national exclusives; and providing expert consultation on matters involving unit determinations, showings or interest, filling and responding to petitions, election procedures, public relations, media uses, conducting hearings, and other issues related to organizing labor unions in the public and private sector.

#### **II. DUTIES AND RESPONSIBILITIES**

The incumbent of this position serves as a District Organizer with full responsibility and authority for implementing organization objectives, plans, policies, and procedures in a designated geographic area or agency. The following examples are typical of the duties performed:

1. Plans, organizes, directs, controls, and coordinates organization drives to form or expand AFGE units. Supervises, motivates, and trains temporary organizers, committee members, groups, and other officials in the techniques for organizing public and private sector employees. Provides guidance in selecting campaign targets, developing themes and promotional materials, securing media participation and publicity, conducting surveys, making team assignments, and monitoring progress. Periodically demonstrates effective techniques for addressing and soliciting new members. Promotes locals and councils who are self-sufficient and successful in their efforts to form, expand, and maintain AFGE membership.
2. Serves as an expert for filing petitions and unfair labor practice charges in public and private sector unit determination issues. Responds to local and council representatives having unusually complicated questions about filing unit petitions for recognition, amendments, clarification, dues allotment, etc. Personally represents AFGE in FLRA and NLRB hearings, unit challenges, decertification actions, and other controversies involving unprecedented and non-conventional issues.

3. Personally conducts organizing campaigns for national exclusive recognition, mergers, and consolidation of large units where planning, coordination, development of literature, and media uses are unusually complicated, perhaps controversial, and of special significance to AFGE.
4. Assures that newly formed units are properly organized, staffed, and covered by a constitution. Provides guidance in filing charter applications, electing or appointing officers, setting up boards and committees, using parliamentary procedures, the preparation of treasury reports, etc. Assures the local is operating effectively before turning it over to the District or Council for servicing.

### **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. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

### **IV. CONTROLS OVER WORK**

Works under the direct supervision of the National Vice President, and receives supervision in the form of work assignments, objectives, priorities, reporting requirements, etc. Applies a thorough knowledge of the Federations structure, procedures, and services; of systems for filing and opposing petitions; and of labor relations laws, rules, regulations, and precedents. Within these constraints and conditions, works independently keeping the supervisor informed of progress, need for help, and irreconcilable problems. Work is evaluated largely in terms of results achieved, and the ability to train and motivate others toward increasing AFGE's membership.

### **V. OTHER**

Applicant must possess a BA from a college or university in such fields as psychology, sociology, personnel management, education, public or business administration, or three (3) years of general and two (2) years of specialized experience, or any time equivalent combination of education and experience; and essential supervisory or managerial aptitudes. Specialized experience will also be credited for representational election campaign experience against unaffiliated independents and knowledge of AFGE bargaining units and programs.

In addition:

1. This position requires travel and extended temporary duty, mostly within the District.
2. Requires the ability to supervise and motivate individuals and groups, and to train

- others in the techniques and methods -for successful union organizing of public and private sector employees.
3. Requires the ability to plan and control organizing program objectives, to select campaign targets, assign work, develop themes and promotional materials, and handle publicity. Periodically is requested to demonstrate effective techniques for addressing and soliciting new members.
  4. Requires knowledge of FLRA and NLRB laws and recognitions covering unit challenges, Recertification actions, and other controversies involving unprecedented and non-conventional issues.
  5. Applicants must be employable in the United States.

**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. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.