

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

MEMORANDUM: Human Resources/Vacancy #5

DATE: March 1, 2021

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley  CBDC
National President

SUBJECT: Vacancy Announcement – Field Legislative & Political Action Organizer,
G11/12, District 14

The purpose of this memorandum is to advise you that a vacancy now exist for the position of Field Legislative & Political Action Organizer, District 14, effective immediately.

Salary will be based on experience, and in accordance with the AFGE/OPEIU Local #2 Contract.

Official Station: District 14: Washington, D.C.
District 14 covers: D.C. Metropolitan Area, Europe)

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

All interested applicants must submit resume to: jobs@afge.org, Attention: Field Legislative & Political Action Organizer #5 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Tuesday, March 9, 2021.

cc: National Executive Council
Chief Steward, OPEIU
Finance Director

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
THE HUMAN RESOURCES DEPARTMENT, UPON REQUEST)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department: Field Legislative & Political Action Organizer
Location: National Office
FSLA Classification: Exempt
Position Title: Field Legislative & Political Action Organizer
Date of Revision/Creations:

CLASSIFICATION: Field Legislative & Political Action Organizer

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. PMD is an integrated team consisting of the Legislative, 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. Incumbent will work closely with District Offices, AFGE 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, AFGE Councils and Local presidents to develop annual strategic plans for implementing the Federation's national legislative and political plan in a given 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; this includes multiple means of communications such as calls, emails, peer to peer texting and visits to AFGE locals and district offices.
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. Plans and executes mobilization events such as public rallies, silent vigils, etc. with AFGE National, locals and districts and affiliate/coalition partners. This includes all arrangements and logistics (security/marshaling, permits, staging & sound, materials, etc.) working in conjunction with the participating AFGE or affiliate/coalition entities.
8. Works with AFGE Districts, Councils and Locals to achieve PMD determined monthly and annual goals for building AFGE-PAC and AFGE LAF and strategies for completing those goals.
9. Works as assigned with District, 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.
10. Promotes and participates in membership recruitment activities.

III. WORK ENVIRONMENT

Incumbent frequently communicates information with union officers and members inquiring about the status of various PMD related items such as legislative issue mobilization, PAC status, event planning such as PAC events, organizing events, rallies, and other public type events by talking and listening on a telephone and/or telephone conference call. Must be able to understand questions posed by these individuals, remain patient, pleasant and exchange accurate information with them.

As part of field mobilization duties, incumbent will be responsible for staffing indoor and outdoor related activities/events such as tables for PAC fundraising at conferences, local events such as picnics, union fairs, etc. Leading, participating, and marshaling rallies on a national, district and local level with AFGE and affiliate/coalition entities. Escorting local members to congressional meetings. Full work participation in election related activities such as labor walks, phonebanks and rallies. All these duties may require work in rain, cold, heat and other inclement weather.

Physical duties during mobilization events may include rally sign and banner distribution, carrying, holding, and displaying of signs and banners. Additional possible physical logistics for mobilization events include walking and marching for length of event, start to finish (distance and time), handling and use of devices such as bullhorns and other audio related devices; again, these duties may require the work be done in rain, cold, heat and other inclement weather.

Ability to use a computer, tablet, and cell phone for long periods of time while closely observing the details of complex and lengthy digital documents is required. Operates these devices and a computer printer repeatedly throughout the day. 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 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 in order to facilitate achievement of the Department's goals and mission. The incumbent will fulfill obligations to report to the director. The results of the incumbent's completed work are reviewed for extent of fulfillment of Department objectives as delineated.

V. QUALIFICATIONS

1. Bachelor's degree is strongly preferred, plus a minimum of three cumulative years of paid full-time work experience in legislative and/or political fields including at least one leadership position on a candidate or issue campaign.

Alternatively, if an applicant does not possess a bachelor's degree, an applicant must have six cumulative years of paid full-time work experience in legislative and/or political fields including at least one leadership position on a candidate or issue campaign.

2. Experience in a campaign leadership role must include election related activities such as voter registration, voter education, volunteer recruitment, get-out-the-vote activities, and political/ legislative educational training. This leadership position must be equivalent to a zone coordinator position under the Labor-to-Labor program or a regional field director position on a senate, gubernatorial or presidential campaign.
3. Applicant must provide writing samples of previous legislative and political activities/work including those involving election related activities.

4. Demonstrated ability to organize multiple organizations in a concerted effort to accomplish an established legislative or political goal. Demonstrated skill and knowledge in the legislative and political (election) process.
5. Demonstrated ability to educate and motivate individuals to join a cause or organization 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. Travel includes driving, a valid state issued driver's license is required.
9. Ability to make objective decisions and recommendations independently.
10. 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.
11. Ability to respond quickly and effectively when unexpected events demand an immediate response.
12. 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.