

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**Affiliated with the AFL-CIO**  
**80 F St NW, Washington, DC 20001-1528**

**MEMORANDUM:** Human Resources/Vacancy #37

**DATE:** September 20, 2021

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

**FROM:** Everett B. Kelley   
National President

**SUBJECT:** Vacancy Announcement – Deputy Director, Grade 14, Membership and Organization Department

A vacancy now exists for the position of Deputy Director, Membership and Organization Department, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

**Official Station:** National Office

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants **must submit resume to [jobs@afge.org](mailto:jobs@afge.org)**. Attention: Deputy Director Membership and Organization #37 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Tuesday September 28, 2021.

cc: National Executive Council  
Finance Director  
Human Resources

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

## POSITION DESCRIPTION

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

<b>Department:</b>	Membership and Organizational
<b>Location:</b>	National Office
<b>FSLA Classification:</b>	Exempt
<b>Position Title:</b>	Deputy Director
<b>Date of Revision/Creations:</b>	<b>July 2021</b>

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#### **I. INTRODUCTION:**

AFGE is the largest union representing Federal and DC government employees. AFGE has 280,000 members and a strong growth history as well as great potential. AFGE represents 625,000 employees in most major departments and agencies in the federal government including Defense, Homeland Security, Veterans Affairs, Justice, Social Security, Labor, Education, HUD and many more.

AFGE is a democratic organization with twelve (12) Districts, over twenty (20) Bargaining Councils and over 1,000 Locals. Each of those entities have elected leaders. As such leadership, communications, education, teamwork, persuasion, and coordination are key attributes needed for success. The Deputy Director interfaces with the President, the National Executive Council as well as other Program Directors on a regular basis.

Building the union is a high priority for AFGE. This position is in the Membership and Organization Department which provides direct organizing support, advice, guidance, and technical assistance to all elements of the Federation in the field of union organizing and recruitment, program development, and training. This includes the development of various strategic planning initiatives to increase Federation membership to its greatest potential; the development of training plans and procedures for organizers; preparation of organizing materials; and coordination of efforts to secure additional units internally, externally, and against competitors.

The Deputy Director will be expected to supervise staff including assign, direct and review the work of staff and recommend discipline if necessary. This position will be a non-bargaining unit position.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES:**

1. Will assist the Director with direct staff supervision and with assigning projects to the field staff. Under the general guidance of the Director, assigns, directs, and reviews the work of staff. Staff include roughly 30 field staff, supervised by Supervisory National

Organizers. The effective management of a dispersed field staff, working on both shared and individual projects, and the coordination with multiple levels of management, is a key responsibility.

2. Assists the Director in enhancing team objectives and developing program proposals, including the identification of new units for representation, ongoing development of recognized units, and innovative approaches to new-member recruitment.
3. Serves in the absence of the Director in all matters concerning the department.
4. Works with Director to design staff trainings.
5. Refers disciplinary, grievance, and serious work problems to the Director with recommendations for resolution.
6. Provides advice and assistance the Director in the hiring, firing, evaluation, and promotion of departmental employees in accordance with established policy and subject to the approval of the National President.
7. Assists the Director budgeting. monitors the monthly and quarterly rates of expenditures in the different budget categories and advises the Director of variations from planned expenditures and of any anticipated problems.
8. Represents AFGE in department areas with senior staff members of federal agencies, Federal Labor Relations Authority, the Congress, AFL-CIO departments, professional and technical associations, and labor-related groups.
9. Attends intra-departmental staff meetings and communicates and assists in implementing all relevant AFGE management and operational policies throughout the department.

### **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:**

The incumbent of this position reports to the Director of the Membership and Organization Department. This department is under the supervision of the National President. Performance is evaluated in terms of personal and team accomplishments, as well as overall effectiveness of operations in meeting department objectives and program goals.

Must maintain strict neutrality in all internal AFGE National and Local Officer Elections.

## **V. QUALIFICATION REQUIREMENTS:**

1. Applicants for this position must have a bachelor's degree from an accredited college or university and substantial experience in organizing, membership recruitment or grassroots mobilization efforts and marketing an organization to individuals for membership.
2. Minimum of 5 years of experience is required.
3. Supervisory experience is preferred but not required.
4. Must have experience leading large organizing campaigns.
5. Must have the qualities, experience, and capabilities to manage a large staff.
6. Must have demonstrated an ability to work in a team environment and have strong team-building skills.
7. Must have exceptional judgment, discretion, and social intelligence while managing complex personnel matters, navigating overlapping jurisdictions within the Federation, maintaining neutrality in political affairs, and competing organizational and Department priorities.
8. Must maintain strict neutrality in all internal AFGE union affairs, including national and local officer elections, and all OPEIU and CWA internal affairs. Must be capable of working successfully in an organization with many political leaders.
9. Display the ability to work independently, as well as part of a team.
10. Must have an interest in and loyalty to the Labor Union Movement.
11. Be proficient in the operation of various information technologies, including Word, Excel, and PowerPoint.

## **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.