

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

MEMORANDUM: Human Resources/Vacancy #47

DATE: November 23, 2021

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement – National Benefits Coordinator, Membership and Organization Department

The purpose of this memorandum is to advise you that a vacancy exists for the position of National Benefits Coordinator in the Membership and Organization Department, effective immediately.

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

Official Station: National Office

Selection to fill 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 submit resume to jobs@afge.org**. Attention: National Representative #47 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Thursday, December 2, 2021.

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)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department: Membership and Organization

Location: National – Washington, DC

FLSA Classification: Exempt

Position Title: National Benefits Coordinator

Date of Revision/Creations:

I. INTRODUCTION

The basic purpose of the Membership and Organization Department is to maintain, design, develop and help implement programs to enlarge and maintain the union's membership and build a stronger, more effective union. The focus of the department is on building strong locals and maintaining the necessary support programs at different levels of the organization to foster their development. The central theme of the department is achieving the power to obtain better working conditions through a larger, more informed, and active membership, encouraging organized activities at the worksite and in the legislative and political process.

II. DUTIES AND RESPONSIBILITIES

The position is under the supervision of the Director, who makes assignments such as: develop, create, and disseminate materials for all benefits provided to the membership of the union; to represent the Federation at meetings where member-benefit programs are to be reviewed and discussed, promotion of programs at employee group meetings, training seminars or other approved means of contact with the membership.

- A. General administrative responsibility for all existing AFGE member-benefit programs; writes and is responsible for final production of all benefit related materials, such as pamphlets, flyers, brochures, and other handouts. Reviews all other materials related to the benefits program such as Bulletin and Standard stories for accuracy, content, clarity, and effectiveness. Maintains all promotional materials and records, including requests from members and financial accounting of expenses, which relate to the benefit programs.
- B. Serves as advisor to the Director and Union leadership in their review and implementation of new benefit programs developed for public sector employees. Responsible for the coordination, implementation, and critical assessment of all programs offered to the Federation's membership. Serves as primary contact person with the membership for all problems, complaints and requests for materials or information that relates to any member-benefit program, including the AFGE Dental Trust and Health Benefit Plans. Provides training, upon request, to new and present union officers on all aspects of each member benefit offered to the membership.

- C. Works closely with National Organizers in the development of "campaign-specific" ways in which to utilize and promote the various member-only benefit programs. Tracks the effectiveness of each program in terms of recruitment and/or retention of members. Studies and seeks out independent programs designed to serve the specific needs of our membership abroad. Meets with various vendor representatives to review their proposed benefit programs for compatibility with the current program menu.

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

The incumbent works under the Supervision of the Director who provides major policy guidance relating to the performance of the above activities. The results of incumbent's completed work are reviewed for extent of fulfillment of department objectives as delineated by the Department Director, and performance is evaluated in terms of accomplishments, program contributions and effectiveness in meeting the Department's objectives and goals; the incumbent is expected to work independently and innovatively through all assignments except those which may involve new, novel, or exceptionally difficult or precedential issues.

V. OTHER SIGNIFICANT FACTS

This position requires travel and occasional duty status outside the metropolitan area. Applicants must have a bachelor's degree from an accredited four-year college or university, or five years of progressively responsible experience (3 general and 2 specialized). Specialized experience needed to qualify must have included 6 months of benefit liaison work in which the applicant worked independently. In addition, the applicant must have demonstrated the ability to:

1. Write and edit articles or brochures and prepare statistically valid reports.
2. Display limited experience in the design and development of promotional materials.
3. Display an understanding of the labor movement, both public and private sector, its goals, and structures.
4. Exhibit strong verbal and written skills of communication.

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.