



Rhode Island Council 94

American Federation of State, County & Municipal Employees, AFL-CIO

1179 Charles Street, North Providence, RI 02904

Phone: (401) 724-5900 • Fax:(401) 724-2060 www.riCouncil94.org

Secretary

Affiliate: RI Council 94, AFSCME, AFL-CIO

Location: North Providence, Rhode Island

Hours: 40 hours/week –8:30 am – 5:00 p.m.

Starting Salary Range: \$53,408 - \$54,335

The American Federation of State, County and Municipal Employees (AFSCME) is the country's largest public employees union. AFSCME is the largest affiliate of the national AFL-CIO, with more than 1.3 million members and an overall representation of more than 1.8 million public employees in 46 states, the District of Columbia, and Puerto Rico. AFSCME is the fastest growing union in the United States and is committed to achieving employee dignity and improving the working conditions for working men and women throughout this country.

RI Council 94 represents about 7,500 state, municipal and private employees in the State of Rhode Island to provide professional staff representation, coordinated contract campaigns, political action and organizing.

Job Duties:

- Provide support to the staff representatives, including drafting briefs and other documents, compiling evidence, and filing grievances, arbitrations, and Unfair Labor Practices with outside agencies to help defend members' work situations.
- To coordinate mailings, meeting rooms, correspondence, reports, telephone answering, mail distribution, equipment maintenance and other related tasks as required.
- Establish and maintain effective working relationships with all members, including calling, emailing, scheduling one-on-one appointments with them.
- Monitor individuals' membership with the Union, including updating their contact information in the database.
- Track arbitration schedules and update information.
- Attend organizational meetings.
- Meet and Greet members and guests to the office.
- Update office social media (Facebook, webpage, LinkedIn).
- To act as liaison between the locals or AFSCME International representatives regarding administrative matters.
- To do related work as required.

SUPERVISION RECEIVED: To work under the direction of the Administrative Office Supervisor/Administrative Secretary and Executive Director.

Skills:

- Strong interpersonal and effective communication skills.
 - Time management skills and ability to prioritize tasks.
 - Aptitude to communicate with and work with diverse populations/cultures.
 - Excellent organizational and documentation skills for keeping case notes, assessments, outcome measures, narratives, and reports.
 - Data entry and management: Must be proficient in Microsoft word and Excel.
 - Ability to identify problems and develop solutions.
- Familiarity with online video conference platforms (Zoom, Teams)

Education/Experience:

- Graduation from a college of recognized standing or graduation from a school of business.
- Extensive experience with computers, business principles and practices.
- Any combination of education and experience which shall be equivalent to the above.

Benefits:

- Family Health Insurance.
- Dental Insurance
- Pension
- Life Insurance
- Paid Time Off (vacation, holidays, personal, and sick days)

To apply: Please submit a resume and cover letter to Executive Director Alexis Santoro – asantoro@ricouncil94.org