



INTERNAL / EXTERNAL JOB POSTING

AFSCME COUNCIL 5, AFL-CIO

COMMUNICATIONS COORDINATOR

PURPOSE: This position is responsible for implementing and maintaining the communications program for AFSCME Council 5, who advocates for excellence in public services, dignity in the workplace, and opportunity and prosperity for all workers. The Communications Coordinator works closely with the field, legislative and political teams.

DUTIES:

- Help develop and implement an annual plan for internal and external communications
- Design and edit publications
- Take photographs, video and live streaming across platforms of people, actions and events
- Conduct interviews with members and leaders for use in stories, memes, and social media
- Write Action Alerts to mobilize union members and use advocacy software to track results
- Coordinate media outreach and maintain media distribution lists
- Communications resource for contract campaigns
- Implement communications strategies to support internal organizing, membership growth, political action, and legislative issues
- Write speeches for officers, staff and members (including speech coaching)
- Maintain social media, website, etc.
- Other duties as assigned

SKILLS:

- ✓ Experience writing and editing print publications, websites and social media
- ✓ Experience photographing people and events
- ✓ Knowledge of advocacy software
- ✓ Proficient with graphic design software
- ✓ Knowledge of organized labor and movement building
- ✓ Ability to write and speak persuasively
- ✓ Ability to work as part of a communications team
- ✓ Ability to manage time, prioritize projects, and meet multiple deadlines
- ✓ Ability to exercise independent judgment, identify and solve problems

REQUIREMENTS: Minimum 3 years' experience in labor, political or community organizing and campaign communications. Graduation from an accredited four-year college or university with coursework in communications, labor relations, political science, or liberal arts is a plus. Candidates must be able to lift up to 30 lbs. and have a valid driver's license. Some travel, extended hours, and weekend work are required.

COMPENSATION: Competitive salary set by a collective bargaining agreement with the staff union. Includes excellent health, dental and retirement benefits.

TO APPLY: Send cover letter and resume to Liza Allen at

- AFSCME Council 5, 300 Hardman Ave. S., South St. Paul, Minnesota 55075
- Fax: 651-287-0535
- Email: Liza.Allen@afscmemn.org

APPLICATION DEADLINE: November 16, 2018 at 4:30 p.m.

AFSCME Council 5 is an equal opportunity employer.

(11/02/18)