

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

MEMORANDUM: Human Resources/Vacancy#24

DATE: March 29, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley 
National President

SUBJECT: Vacancy Announcement – Program Manager, G-10/11/12, District 14

A vacancy now exists for the position of Program Manager, District 14 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 resumes to: jobs@afge.org. Attention: Vacancy Announcement #24 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on April 9, 2024.

cc: National Executive Council
Finance Department

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

American Federation of Government Employees (AFGE)

Department: District 14
Location: National
FLSA Classification: Exempt
Position Title: Program Manager
Salary: Grade 10/11/12
Date of Revision/Creations:

I. INTRODUCTION

District 14 functions to organize federal and D.C. government employees into appropriate units of recognition, provide needed services, and to exercise general supervision of AFGE affairs within the states of the assigned District. This includes planning and conducting organization campaigns; resolving representational issues; assisting and training local officials and members in union administration, contract negotiation and administration, labor management relations, grievance and appeal processes; and in the use of impasses, ULP's, conciliation, mediation, and arbitration.

II. POSITION SUMMARY

Incumbent of this position has lead responsibility to manage, plan and implement the full range of programs of District 14 including coalition building, special events, organizing, lobbying and mobilization, human rights, social media management, assisting in the administrative functions of trustee locals, as well as the maintenance of the department's budgets. This position is excluded from all bargaining units. This position reports directly to the District National Vice President.

III. MAJOR DUTIES AND RESPONSIBILITIES

This is a professional position whereby the incumbent is expected to have the ability to perform as a manager for programs, organizing, and related activities within District 14. Program management includes, but is not limited to, the development, implementation and budget preparation for projects/programs created by District 14. In the budgeting for such responsibilities, the supervision of assigned staff and volunteers in such activities, and eventually, the development of new activities and programs responsive to the needs of the District and its mission.

In addition, the incumbent is expected to administratively plan, organize and direct projects and programs. Also, receive, process, coordinate services and appropriate assistance requests from District locals and councils, in accordance with the established policies of the 14th District. Incumbent must stay abreast of the federation's varying priorities and mandates and must provide support to the NVP in carrying out those components.

Specific duties include, but are not limited to:

A. Supervision:

1. Plans, organizes, assigns, directs and reviews the work of assigned staff in program-related matters. Provides advice, guidance and instruction to staff as needed, before, during and at the completion of assignments. Resolves work related problems and is authorized to recommend corrective action be taken to the NVP.
2. Assists the NVP with developing the district's annual organizing goals. Works with the M&O Department on finalizing the district's goals and implementing those goals into the overall district work plan.
3. Manages the District's organizing efforts by communicating the NVP's organizing goals and working with the National Organizer on monitoring/reporting the progress of such goals. Routinely assesses the status of set goals and recommends changes of approach and direction as appropriate.
4. Reviews and approves satisfactory correspondence for NVP's signature, calling attention to special problems, precedents and policy matters.

B. Managerial/ Administrative:

1. Develops the district's annual work plan and provides information and recommendations on organizing initiatives, administration, and general operational strategies. Studies, measures the success of the goals, and analyzes continuing problems in the quality and quantity of work and operating effectiveness.
2. Staffs various internal and external meetings and conferences for the NVP as directed, communicating his/her viewpoints and opinions when requested.
3. Assists with the development of union materials, and the coordination with the Membership and Organization Department.
4. Assists with the coordination of the District's human rights programs.
5. Plans and implements special studies regarding projects for and at the request and direction of the NVP.

6. Writes and edits the District newsletter, maintains social media outlets and Website, any other publications assigned by the NVP, on regular and timely basis.
7. Plans and coordinates meetings and union events such as District meetings and trainings, and other ad hoc events.
8. The development and implementation of union activities around special events,
9. Works closely with the NVP on budget preparation, analysis and tracking. Reviews the budget on at least a monthly basis to ensure proper charges and flags any erroneous entries, Also, provides analysis and forecasts for the LAF, PAC, organizing and operational budgets to the District NVP upon request.
10. The development and implementation of a variety of projects to enhance the profile of District 14, including expansion of the website and social media outlets.
11. Plans and implements events to assist with lobbying and mobilization efforts in support of the District 14 legislative agenda,
12. Works closely with the national organizers to ensure that organizing activities are held routinely and that each event is planned based on the needs of the particular local.
13. Prepare speeches for the NVP when requested
14. May be called upon to respond to inquiries and facilitate internal local union issues and administer such a program to assist locals in this regard,
15. Assists national representatives with the administrative functions of those locals in trusteeship, Perform preparation work by researching local bank accounts and identifying authorized bank/account signers-communicates this information to the national representative, Assist the national representative by coordinating the logistics for the membership meetings, special elections, and letters and announcements,
16. Works in support of the national representatives on managing the administrative tasks for locals in trusteeship-assist with completing LMs; review, gain approval from NRs, and submit expenses/vouchers for payment on items for the local such as training, equipment, travel, etc, Serves we the liaison between the national representative on organizing activities, and will plan and coordinate membership meetings for the NR.

IV. OTHER DUTIES

Compose letters and memos for signature by NVP in response to correspondence received from a wide variety of concerns.

V. CONTROLS OVER WORK

Supervisor of the position is the District National Vice President, who provides only very general supervision, The incumbent exercises significant control over the work product and is expected to work independently through all assignments, The incumbent is.

VI. QUALIFICATIONS

Must have excellent writing and research skills and a demonstrated ability to independently and successfully complete complex projects. Excellent oral and written communications and interpersonal skills are required to do the wide variety of outreach to both members and the civil rights community in general. Incumbent must demonstrate an ability to manage and prioritize complex assignments and responsibilities.

Applicants must have a bachelor's degree or five (5) years of demonstrated specialized experience or combination of education and experience. The specialized experience must include:

1. Extensive work with union activities, campaigns, grants, or similar projects.
2. Experience as a writer, manager, supervisor, or executive officer of a union or a non-profit organization.
3. Ability to analyze, develop and make budgetary recommendations.
4. Ability to work and communicate tactfully with people from diverse backgrounds and viewpoints.
5. Must maintain confidentiality regarding internal business, NEC actions, and local business.

VII. 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.