

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

MEMORANDUM: Human Resources/ Vacancy #34

DATE: June 17, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley
National President

SUBJECT: Vacancy Announcement #34 – National Organizer, Level 1/2/3, DHA
Task Force

The purpose of this memorandum is to advise you that a vacancy now exists for the position of National Organizer DHA Task Force.

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

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

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: National Organizer - DHA Task Force – Vacancy Announcement #34. Expressions of interest from (**internal candidates**) must be received by the close of business on June 25, 2024.

cc: National Executive Council
Finance Department

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TO BE REMOVED
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AFGE CAREER WEBSITE)**

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Location: Headquarters Exempt
FSLA Classification:
Position Title: National Organizer Level 1/2/3, DHA Task Force
Date of Revision/Creations:

The incumbent in this position will be primarily responsible for building AFGE members in the Defense Health Agency (DHA), but is also responsible for the preparation of organizing and informational literature, leading in the conduct of recruitment drives, providing leadership in conducting drives for unit consolidations, mergers or activity-wide national exclusives; and providing consultation on matters involving unit petitions, election procedures, and other issues related to organizing labor unions in the public sector. This position has multiple vacancies.

I. DUTIES AND RESPONSIBILITIES

The incumbent of this position serves as a National Organizer with full responsibility and authority for implementing organization objectives, plans, policies, and procedures in a designated geographic area or agency. The following examples are typical of the duties performed:

1. This is a professional position whereby the incumbent is expected to provide technical assistance to questions concerning representation and serves as a liaison in this regard between field staff, locals, and headquarters. Assistance includes, but is not limited to, coordinating logistics for recruitment and representation campaigns, and monitoring related campaign correspondence.
2. The incumbent will be required to gather and compile election campaign information and intelligence from the field through the establishment of various databases. This information will be used by the incumbent to monitor timetables associated with the production and mailing of campaign materials; the timely filing of petitions for election or other procedures involving questions concerning representation cases being handled by the National Union. Plans, organizes, directs, controls, and coordinates organization drives to form or expand AFGE units. Supervises motivates, and trains committee members, groups, and other officials in the techniques for organizing public sector employees. Provides guidance in selecting campaign targets, developing themes and promotional materials, conducting surveys, making team assignments, and monitoring progress. Periodically demonstrates effective techniques for addressing and soliciting new members. Promotes locals and councils who are self-sufficient and successful in their efforts to form, expand, and maintain AFGE membership.

3. Personally, conducts organizing campaigns for national exclusive recognition, mergers, and consolidation of large units where planning, coordination, development of literature, and media uses are unusually complicated, perhaps controversial, and of special significance to AFGE.
4. Responsible for searching AFGE files and records for background and certificates of representation for national consolidated units, national exclusive recognitions and other bargaining units represented by the AFGE national office. Contact Districts and Local whenever necessary to attain copies of certifications or other relevant documents that pertain to bargaining units represented by the AFGE national office. Secure copies of certificates of representation not found within AFGE from appropriate regional offices of the Federal Labor Relations Authority or applicable government agency or activity.

II. CONTROLS OVER WORK

Works under the direct supervision of the supervisor assigned by the National President's Office and receives supervision in the form of work assignments, objectives, priorities, reporting requirements, etc. from the supervisor. Applies a thorough knowledge of Federal Sector Labor Relations structure, procedures, and services; of systems for filing opposing petitions; and of labor relations laws, rules regulations, and precedents. Within these constraints and conditions, works independently keeping the supervisor informed of progress, need for help, and irreconcilable problems. Work is evaluated largely in terms of results achieved, and the ability to train and motivate others toward increasing AFGE's membership.

III. OTHER

Applicant must possess a BA from a college or university in such fields as English, Psychology, Sociology, Education, Public or Business Administration, or three (3) years of specialized experience.

In addition, the candidate must have the following skills:

1. Extensive experience in recruiting, motivating, and energizing potential union members.
2. Extensive experience in labor management relations, including knowledge and experience in representation (R-Case) case law within the Federal Sector.
3. Requires the ability to communicate effectively, both orally and in writing with union officials, individuals, and groups, and to train others in the techniques and methods for successful union organizing of public and private sector employees.
4. Requires the ability to plan and control organizing program objectives, to select campaign targets, assign work, develop themes and promotional materials, and handles publicity. Periodically is requested to demonstrate effective techniques for addressing and soliciting new members.

5. Requires considerable walking, standing, lifting, and carrying. Work is performed mostly in the field with possible exposure to adverse weather conditions.
6. Applicants must be a citizen of the United States, have a valid driver's license.
7. Display an interest in and loyalty to the American labor movement.

IV. 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.