Executive Director
AFT College Staff Guild Local 1521A
3356 Barham Boulevard
Los Angeles, California 90068

Posted: July 10, 2015
Employment starts: September 14, 2015

Competitive salary and benefits package being offered.
This is a regular, full time, 12 month per year position, working for the AFT College Staff Guild, Local 1521A (Staff Guild). The Staff Guild, Local 1521A, represents 1300 Clerical/Technical employees of the Los Angeles Community College District. The Staff Guild is an affiliate of the California Federation of Teachers (CFT), American Federation of Teachers (AFT), and the AFL-CIO.

Responsibilities:

a. Reports directly to the President;
b. Supervises office staff, assigns tasks, assists with evaluations and conducts periodic staff meetings;
c. Drafts letters and correspondence;
d. Oversees Staff Guild Elections;
e. Works closely with Treasurer on preparation of Budget, attends Budget Committee meetings, reviews and pays bills, make deposits, when necessary. Works with accountant as needed;
f. Assists with the management and day-to-day operations and programs of the organization; i.e. payroll processing

g. Provides professional assistance and support to the elected officers in the performance of their duties;
h. Attends meetings of the Executive Board, District Board of Trustees, Personnel Commission, LA County Federation of Labor, CFT State Council, Council of Classified Employees (CCE), CFT and AFT Conventions, conferences, trainings and any other meetings assigned by the President;
i. Assists in developing and maintaining professional relationships with District management;
j. Develop and maintain community and labor contacts and communication with political and community leaders;
k. Membership recruitment;
l. Develop and conduct trainings, informational meetings, and programs;
m. Assists bargaining unit members with professional advice in determining potential contract violations;
n. Works closely with and provides direction to Staff Guild Grievance Secretary; Meet and consult with Grievance Representatives, assists with arbitrations and unfair labor charges;
o. Consult with President, Grievance Secretary, assist in preparing grievances for hearings and/or arbitration;
p. Assist in the preparation of unfair labor charges with Staff Guild’s legal counsel;
q. Interpret, enforce and maintain the collective bargaining agreement;
r. Development of contract proposals; i.e., research, analysis;
s. Monitor and assist with political and COPE activities (local, state, national) affecting the interests of the bargaining unit and the organization;
t. Compliance with state laws and administrative rules and regulations impacting the organization’s responsibility as the Exclusive Collective Bargaining agent;
u. Knowledge of office staff collective bargaining contract, OPEIU;
v. Performs other related duties;
Minimum Requirements:
- Bachelor’s Degree
- At least three years as staff or comparable experience with union work
- Knowledge of public education employee collective bargaining laws
- Familiarity with issues affecting California’s Community Colleges
- Experience using technology for flyers, newsletters and web design
- Experience in grievance administration, contract negotiations, and office management
- Strong oral and written communication skills
- Knowledge of political campaign strategies
- Ability to prioritize and carry out assigned tasks with minimal supervision
- Ability to perform research
- Willingness to work a flexible schedule which includes some evenings and weekends
- Possess a valid California Driver’s License.

Desirable Qualifications:
- Work experience in a community college
- A Master’s Degree or equivalent with two years recent experience working with employee organizations
- Experience in public relations, group dynamics
- Experience in leadership development and public speaking
- Experience working with a community of diverse backgrounds.

Compensation & Benefits:
- Starting salary: Negotiable
- Benefit package provided by employer includes medical, retirement, dental and vision care
- Paid holidays and sick leave
- Vacation: After completion of six month probation period.

Application Deadline:
Applications will be accepted July 10, 2015 until position is filled.
Please submit:
- A resume
- A cover letter which addresses any skills we are looking for that are not clearly identified in your resume
- Examples of memos, flyers, newsletters or other related materials that show examples of your work (maximum 6 items)

We will contact you for further information and/or to arrange an interview.

Send letter of application, resume, salary history, references and writing samples to:

Velma J. Butler, President
AFT College Staff Guild
3356 Barham Boulevard
Los Angeles, CA 90068
323 851-1521
323 851-8572 FAX
vbutler@aft1521.org

An Equal Opportunity Affirmative Action Employer