

METRO WASHINGTON COUNCIL, AFL-CIO

Union Cities Assistant Mobilizer (FT)

This position works closely with the Metro Washington Council UNION CITIES Coordinator and reports to the Council President. The position's overall duties involve maintaining and building one of the largest and most effective labor mobilization and political action networks in the country.

Qualifications:

- Knowledge and experience with PC-based computer systems and Microsoft Office software, especially Word, Excel, and Access
- Knowledge and experience in organizing
- Excellent oral and written communication skills
- Knowledge and experience with online databases, Photoshop and Publisher and/or PageMaker desired
- Ability to meet strict deadlines and work with MWC affiliates as well as non profit and grass roots organizations
- Bilingual skills, journalism experience and knowledge of email action software GetActive a plus

Summary of Duties

Union City E-Newsletter:

- Assist in production and online distribution of *Union City* and Council Action Alerts utilizing GetActive software
- Contribute and edit stories and photographs on local labor actions
- Locate and format photos and graphics using online image search
- Regular outreach to affiliates for calendar and news postings
- Weekly news search for local labor coverage

DC Labor Filmfest:

- Assist with Filmfest planning, fundraising and screening logistics
- Coordinate communications with volunteers and screening committee
- Write film descriptions and conduct online research for stills for inclusion in Filmfest program book
- Watch and review film submissions

Mobilization:

- Assist in maintaining/expanding mobilization capabilities
- Work with affiliate member email collection efforts

Website:

- Post daily updates, including photos, events, news, etc. to Council website
- Periodic re-design of website to keep webpages current and maximize use of space

Database:

- Daily updates, additions, deletions to Council membership database
- Rally/picket line sign-up (inc developing a sign-up team)
- Carry out plans for expanding activist network

Other Duties:

- Prepare/set up for monthly Delegate/E-board meetings
- Project support for Council political, mobilization, and cultural activities as needed
- Handle administrative tasks for mobilization activities and Filmfest, including mailings, copies, faxes, etc.
- Help organize Council's labor website trainings series and other programs for Affiliates
- Conduct bi-annual updates to the Council's Affiliate Directory

**To apply, please email or fax resume and cover letter to
Chris Garlock, cgarlock@dclabor.org; 202-974-8153**