

# **VACANCY ANNOUNCEMENT**

*~ Please Post & Distribute Widely ~*

**POSITION: Field & Community Engagement Coordinator – 1 Opening**

Full Time: Great River Area Labor Federation – based in Quad Cities area

**COMPENSATION:** Salary \$40,000 to \$47,000 plus Health Care, retirement is negotiable, phone and computer will be supplied, and mileage will be reimbursed at the Federal mileage rate.

**START DATE:** Tentatively Aug 1, 2022

**APPLICATIONS DUE:** Preferred by July 1, 2022. Application packages will be accepted until the positions are filled.

**COMMITMENT:** This position is intended to become a permanent staff-leader role.

**THE ORGANIZATIONS:**

These organizations are chartered by the National AFL-CIO and are coalitions of Local Unions throughout their respective areas of Iowa. Each organization works to stimulate and coordinate communications and mobilization activity area-wide among affiliates and allies. We focus on supporting the legislative, political, organizing, and solidarity goals of the labor movement locally, statewide, and nationally. We are led by elected Presidents, and are governed by elected Executive Boards.

**NATURE OF POSITION:**

The Field & Community Engagement Coordinator is required to live in the organization's jurisdiction, operating from a central base and working throughout the area at satellite locations. Specific details on the work and responsibilities of the position are in the attached position description.

**APPLICATION PROCEDURE & DEADLINE:**

By July 1, 2022, complete and submit: 1) the attached application; 2) answers to the Personal Statement questions on page 3 of the application; 3) your resume; 4) two samples of written work projects you personally completed; and 5) any other relevant materials. Email the complete application package and all required materials to: [greatriveralf@gmail.com](mailto:greatriveralf@gmail.com)

**DIVERSITY & EQUAL OPPORTUNITY:**

Our organizations are equal opportunity employers, and we actively seek to build diversity among our officers, staff, and members. Women, people of color, LGBTQ, Veteran, and disabled candidates are encouraged to apply.

**AFL-CIO AREA ORGANIZATION**  
**FIELD COORDINATOR APPLICATION**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**UNION INFORMATION: (please list your Union memberships and offices held)**

Current Union: \_\_\_\_\_ Local #: \_\_\_\_\_ Years of Membership? \_\_\_\_\_

Other Union: \_\_\_\_\_ Local #: \_\_\_\_\_ Years of Membership? \_\_\_\_\_

Other Union: \_\_\_\_\_ Local #: \_\_\_\_\_ Years of Membership? \_\_\_\_\_

Offices held: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

**EMPLOYMENT HISTORY: (enter all positions, starting with the most recent one; add pages if needed)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EMPLOYMENT HISTORY: (continued)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Salary: \_\_\_\_\_ End Salary: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EDUCATION:**

	School Name	Major Field	Yrs. Completed
High School:	_____	_____	_____
Tech School:	_____	_____	_____
College:	_____	_____	_____
College:	_____	_____	_____
Post-Graduate:	_____	_____	_____
Other Courses or certifications:	_____		

**COMPUTER SKILLS: (please rate your skill level)**

Software	None	Basic	Medium	High	Software	None	Basic	Medium	High
MS Word	_____	_____	_____	_____	E-Mail	_____	_____	_____	_____
Excel	_____	_____	_____	_____	Twitter	_____	_____	_____	_____
LAN/VAN	_____	_____	_____	_____	Tumblr	_____	_____	_____	_____
PowerPoint	_____	_____	_____	_____	Instagram	_____	_____	_____	_____
Access	_____	_____	_____	_____	Facebook	_____	_____	_____	_____
Publisher	_____	_____	_____	_____	Action	_____	_____	_____	_____
Photoshop	_____	_____	_____	_____	Network	_____	_____	_____	_____
QuickBooks	_____	_____	_____	_____	GoogleDocs	_____	_____	_____	_____
					Dropbox	_____	_____	_____	_____

**OTHER ACTIVIST & COMMUNITY EXPERIENCE: (add pages if needed)**

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**ADDITIONAL QUALIFICATIONS OR EXPERIENCE: (add pages if needed)**

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**PERSONAL STATEMENT: (please attach a separate typewritten page)**

Please write no more than three brief paragraphs to answer each of these questions:

- 1) Why do you want to be the Field Coordinator?
- 2) Why do you think you would be effective in this position?
- 3) Describe skills that you have used to resolve/diffuse a sensitive conflict situation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

