Job Description: PSU Amherst Membership Organizer

Appointment: 15 hrs. per week, non-benefitted. This position may be filled as a Graduate Externship.

Wage range: $25.00 - $30.00 per hour depending on graduate student enrollment status and experience.

General Summary of Position

The UMass Amherst chapter of the Professional Staff Union has approximately 1200 members. Under the general direction of a PSU Co-Chair and the Grievance Officer, the Membership Organizer will work to enhance PSU’s effectiveness by increasing members’ understanding of the union as well as their participation in its committees and councils, with an initial emphasis on developing a working stewards network.

Examples of Duties

1. The primary responsibility is internal organizing to build a strong, member driven, member run union. To that end, projects may include working to:
   a) develop, staff, train, support, and publicize a stewards network
   b) build an active rank-and-file representative system in the Delegate Council
   c) support PSU standing committees with internal organizing efforts as/if needed
   d) improve the Communication Committee and Chapter Board communications to members

2. Other responsibilities may include:
   a) connecting with under-represented areas and groups and respond to member concerns in ways that help to recruit new stewards, delegates, and committee members
   b) attending and contributing to meetings and forums as needed
   c) assisting with data interpretation and research on key issues
   d) preparing work reports and documentation as requested
   e) helping Chapter Board with logistics an support for meetings, actions, and other events

Minimum Requirements

1. Demonstrated commitment to an organizing model of unionism
2. Experience in union and/or community organizing
3. Ability to work with an economically and culturally diverse population
4. Strong oral and written communication skills, including experience using social media
5. Proficiency with spreadsheets, databases, and other office software

To apply, send a cover letter and resume to: Professional Staff Union, 109 Hampshire House, University of Massachusetts, Amherst, MA 01003 or email a cover letter and resume to: psu@external.umass.edu

If you have questions, please send them to psu@external.umass.edu