

**JOB POSTING:**  
**Union Representative**

This position is an OPEIU 12 Union position based out of the Duluth Office  
**Classification: Union Representative**

**DEADLINE FOR APPLYING IS MONDAY APRIL 10, 2023**

The Union Representative is a permanent full-time position and will include work in Internal and External Organizing along with Member Representation and Contract Negotiations. **Applicant must be available for travel and training outside of the Duluth area.**

Average hours required per week: 48 to 50. Union Representatives are expected to be available seven days a week and must be available to work out of town when necessary.

This is a salaried position. No overtime or premium time is paid for additional hours, weekend work, etc. Union Representatives work on specific accounts or assistance on organizing campaigns as assigned by the President or his designee. Credit for experience based on experience and qualifications will be granted based on the union contract rates.

The Union Representatives will:

- Visit each account monthly (more as needed).
- Make sure new employees join the Union at the proper time.
- Respond to all members' questions and concerns in a timely fashion.
- Handle all grievances (contract violations) on behalf of members, including the processing of grievances to final conclusion i.e., Arbitration. Note: Arbitration must be approved by the Local Union President.
- Schedule and preside over all special meetings such as contract proposals, grievance meetings, ratification meetings, strike vote meetings, etc.
- Appoint or preside over election of shop stewards and instruct stewards in the proper conduct of their duties.
- Prepare contract proposals and conduct negotiations to final conclusion.
- Check each account annually and during all negotiations to update membership list, including members' job classifications to assure proper amount of monthly dues are billed.
- Recruit members for Union actions and activities, work to increase participations, identify leaders, and build the Local.
- Perform duties and assignments related to membership servicing and organizing as assigned by the President.
- Attend all staff, executive board meetings and general membership meetings. It is the expectation that all Union Representatives and Organizers work from the office on days the executive board meets. The intent is so that staff may interact with rank and file members who have been elected as officers of our Local.

Local 1189 does not provide autos. A four-door auto is preferred but is not required. An American and Union-made auto is essential. Mileage and benefits will be paid according to the OPEIU 12 staff contract.

**Send a LETTER OF INTEREST outlining your experience and reason for wanting the position by email to President Jim Gleb at [jgleb@ufcw1189.org](mailto:jgleb@ufcw1189.org)**

**DEADLINE FOR APPLYING: Monday 4/10/2023.**