

JOB POSTING:
Servicing Representative

This position is an OPEIU 12 Union position based out of the Duluth Office
Classification: Field Staff – Servicing Representative

DEADLINE FOR APPLYING IS TUESDAY, DECEMBER 17, 2024

The Servicing Representative is a permanent full-time position and will include work in Internal and External Organizing. **Applicant must be available for travel and training outside of the Duluth area.**

Average hours required per week: 48. Servicing 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. Servicing Representatives typically work to organize and support members at the site level or assist in external organizing campaigns as assigned by the President or his designee. Other duties of a Servicing Representative shall be as assigned by the President or their designee.

The Servicing Representatives will:

- Possess good interpersonal communication skills.
- 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.
- Provide recommendations for the appointment of shop stewards and instruct stewards in the proper conduct of their duties.
- Assist Union Representatives with bargaining responsibilities by identifying and recruiting members of bargaining committees.
- Assist in the training and direction of any servicing stewards.
- 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 Servicing 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 and RESUME outlining your experience and reason for wanting the position by email to President Adam Evenstad at aevenstad@ufcw1189.org.

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