Oregon AFSCME Council 75

Coordinator of Executive Services – Portland, OR

Fight for more fair and equitable workplaces. Oregon AFSCME Council 75 represents over 36,000 workers statewide in both the public and private sector and is one of the fastest growing unions in Oregon. Our vision is economic and social justice for all Oregon workers and their families and our mission is to empower and unite workers to create change in their workplaces and communities.

Oregon AFSCME empowers workers across Oregon by:
- Supporting workers to organize and affect change in their workplace and community.
- Actively becoming an anti-racist organization that is inclusive of all workers.
- Negotiating and enforcing strong contracts with fair wages, benefits, representation, and safety in the workplace.
- Engaging and training new leaders and providing resources and support to advocate for workers and their families.
- Creating political power to support workers from their local town hall to the state legislature.

Coordinator of Executive Services:
- Responsible for all administrative support and coordination for the Executive Director, other AFSCME directors and the Oregon AFSCME board.
- Manages events, conferences and all associated logistics.
- Maintains scheduling, calendar and action items for executive director.
- Manages meeting-related documentation and follow up.
- Book and manage director travel logistics
- Handle complex communication and sensitive information while maintaining complete confidentiality
- Work involves long and irregular hours, including nights and weekends;

AFSCME is committed to developing the capacity of staff to take on growing roles and responsibilities.

Qualified candidates:
- Highly organized. Ability to work independently, without supervision, and to take initiative.
- Excellent outreach & communication skills.
Experience facilitating worker trainings and meetings
Experience with labor movement, worker organizing, and/or coalitions
Ability to communicate effectively with diverse populations.
Will perform successfully in both independent and team settings;
Must have a valid driver’s license and automobile for work use;
Have advanced ability to identify and address personal biases.
Can demonstrate working knowledge, through personal and/or work-related experience, in advancing racial justice, understanding how systems of oppression intersect, and applying an equity lens in policy and programming processes, and working knowledge, through personal and/or work-related experience, in the needs of and barriers faced by people of color.

Candidates with bilingual or multi-lingual skills encouraged to apply.

Salary range $5443 - $7095 per month, healthcare, employer 401k contributions, long term disability, and life insurance.

To apply, send cover letter and resume to hiring@oregonafscme.org. Priority applications received by July 20, 2023.