

Job Announcement

Part Time/Temporary Campaign Assistant

Join a, dynamic, well established, thoroughly engaged labor organization with political clout and community presence!

The San Mateo County Central Labor Council seeks a well organized, enthusiastic, highly responsible person to coordinate political action through our Committee on Political Education (COPE) for 70,000 union members and families residing in the county. The successful applicant will also serve as the assistant to the principal officer of the organization.

Duties include, but are not limited to:

1. Assisting the Executive Secretary-Treasurer in the fulfillment of Council obligations including strategic planning and policy implementation, public affairs events, organizing programs, educational activities, picket lines or rallies and other projects to strengthen and enhance the Council and its affiliates.
2. Act as COPE Coordinator: help develop and implement intensive political / legislative field operations and campaigns including precinct organizing, mail targeting, voter registration and Get Out The Vote activities.
3. Coordinate committees of the Labor Council and the Airport Labor Coalition.
4. Recruitment of volunteers for all types of events.

The successful candidate will work under the direction of the Executive Secretary Treasurer. This position requires attention to detail, creativity, flexibility, sometimes long hours and weekend work. Excellent writing, verbal, communication skills and computer / database competence are essential. **The ideal candidate will demonstrate familiarity with voter database programs, PDI/PDIQ preferred, and have prior campaign management/coordination experience.** Ability to work independently and effectively under strict timelines; ability to work with staff and union leaders, elected officials, candidates and the broader community and ability to embrace the mission of the San Mateo County Central Labor Council are required.

The San Mateo County Central Labor Council is comprised of 110 local union affiliates and 74,000 members in San Mateo County.

We are an affirmative action employer; women and people of color are encouraged to apply! **This is a part-time/temporary position, for approximately 24 hours a week at \$30p/h. The position will begin July 10th and end November 10th.**

Send resume to: San Mateo County Central Labor Council
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