

San Diego-Imperial Counties Labor Council
Executive Assistant/Affiliate Coordinator

Job Description

The San Diego and Imperial Counties Labor Council represents 192,000 union members in the region. The SDLC seeks to improve the lives of all working families in the San Diego-Imperial Counties region through the empowerment of the union members we represent and their affiliated unions and to strengthen the voice of working families in the electoral process. The SDLC is also dedicated to the creation of strong community partnerships to advance shared social and economic justice goals.

The ideal candidate will be passionate about the labor movement and creating real change for working people in San Diego. If you are interested in being a part of a real social and economic justice movement, please apply.

Duties/Responsibilities:

Executive Assistant

- Responsible for calendar management, requiring interaction with both internal and external executives, assistants, and consultants
- Types and maintains files for most council correspondence
- Operate various computers, copiers, technical equipment
- Responsible for preparing Secretary-Treasurer for all meetings and events by preparing appropriate documents, information, and directions to location.
- Confirm all meetings and appointments the day prior to the event.
- Point of contact for all phone calls to the Secretary-Treasurer and answers inquiries when possible
- Records Executive Board and Delegate Meeting minutes. Type, prepare, and mail said minutes to E-Board members and delegates.
- Prepares all documents, correspondence, and other appropriate information for the above stated meetings.
- Attend Executive Board and Delegate monthly meetings. Coordinate sign-in requirements for said meetings.
- Reviews council mail & emails and directs to appropriate staff
- Arrange travel, prepare itinerary for Secretary-Treasurer and senior staff as necessary
- All other duties as assigned

Affiliate Coordinator

- Act as a liaison between affiliated unions and the Central Labor Council
- Build and maintain relationships with affiliated union leadership and staff
- Serve as a resource for affiliated unions as it pertains to the Central Labor Council
- Assists in coordinating Labor to Neighbor events and programs
- Assist with the planning and implementation of special events including the Labor Council Annual Dinner, the Labor Day Breakfast, rallies, and special events.
- All other duties as assigned

Qualifications Required:

- Associate Degree or three (3) years experience in office work
- Excellent communication skills required both written and oral
- Operate and manage multi-line telephone system. Excellent telephone skills are required due to the high volume of calls
- Possess good computer skills and have excellent knowledge of Microsoft Word, Excel, and Access.
- Ability to work in an extremely busy environment with little supervision and a diverse population
- Ability and willingness to work long and irregular hours, including nights and weekends
- Able to exercise sound judgment with areas of responsibility
- Support of the labor movement in general
- Possess a valid California Driver License

Qualifications Preferred:

- Bi-lingual: English-Spanish

The Labor council is an equal opportunity employer – women and people of color are encouraged to apply.

Starting salary is commensurate with experience. Excellent benefits including employer contribution into Labor Unions 401K plan, paid full family health insurance with co-payments, dental and eye care plan, paid vacation and holidays.