

## **SEIU LOCAL 1107**

**Position: Representation Coordinator**

**Location: Las Vegas, Nevada**

### **Who We Are**

SEIU Nevada represents 19,000 public and private sector workers, including county, hospital, and home care workers. We are part of SEIU, 2 million members strong and one of the largest unions in the country. Together we are taking on corporate power and building a wider movement for economic, racial, immigrant, and environmental justice.

**Position Type:** Management series – SEIU Local 1107 Senior Team

**Reports to:** Chief of Staff, Director of Representation

**Supervisory Duties:** May supervise contract representatives, temporary staff, assigned consultants, and interns. Responsible for recruitment, training, discipline/termination of supervised staff.

**Coordination:** Local union management; employers; union arbitration council; local union worksite chief stewards and stewards; local union Organizing Department, local union Communications Department.

**Primary Contact for:** Contract enforcement, employer relations, grievances, mediation, steward training, and development.

**Secondary Contact for:** N/A

### **Scope**

The Representation Coordinator reports directly to the Director of Representation and is responsible for the coordination of activities and programs of the Representation Department. Under the direction of the Chief of Staff and Director of Representation, the role shall execute the operational and strategic priorities for the department:

- Ensures the Representation Department adheres to grievance timelines, maintaining timely, regular reports of case activity/progress.
- Coordinate with the Director of Representation on the assignment and management of cases, while maintaining regular reports of case activity.
- High-level skills representing the union in grievances at the pre-arbitration and arbitration levels, including scheduling meetings and hearings with employers; preparing files; meeting with members and stewards to gather supporting documentation; striking arbitrators; researching cases, precedent decisions, and bargaining history; prepping witnesses; presenting cases; settling cases and working with limited to no attorneys
- Help develop the skill set of Contract Representatives and/or Chief Stewards and Stewards in the local and help mentor and coach their skillsets.
- May be designated to negotiate collective bargaining agreements and/or lead impact bargaining.
- Attend internal and external meetings pertaining to grievances, member representation, and impact bargaining.
- Respond to inquiries from stewards, members, leaders, and union staff related to collective bargaining and contract enforcement.
- Manage the union's internal grievance tracking system.
- Manage the union's steward training program.
- Confers with stewards, members, and management relative to work rules, regulations, and conditions, employee relations policies and programs, contract provisions, and related matters.
- Enforces MOUs and any and all other regulatory and governing policies, laws and ordinances, and practices that apply in order to represent Union members.
- Interprets collective bargaining agreements, ordinances, and laws to members, stewards, and other workers.
- Develops and provides training to staff and stewards on representational matters as needed or assigned.
- Supports the union's arbitration council – facilitation of council meetings, material preparation, scheduling,

- and presenter preparation.
- May perform other duties as assigned.

### **Example of Duties**

- Coordinate day-to-day workflow of the Representation Department.
- Participate/lead in contract negotiations and impact bargaining. Work closely with elected bargaining team members to develop a plan of success.
- Participate in all steps of the grievance and arbitration procedures unionwide.
- Conduct steward training for members and staff. Assist in developing advanced steward training courses.
- Field incoming calls and inquiries to the Representation Department.
- Regularly check in with worksite stewards, attend steward meetings, assist in the recruitment of new stewards, and manage steward contact database. Develop plans to expand stewardship.
- Ensures that union grievance tracking is up to date. Prepare reports of active cases and arbitrations.
- Provide support to contract representatives in grievance and arbitration procedures.
- Present grievances to the Arbitration Council and review council recommendations with the Executive Director and President.
- Regularly interface with employer labor relations departments, and participate in dispute resolution.
- Identify key issues and coordinate mobilization efforts with the Organizing Department.

### **Skills and Abilities for Assignment:**

- 5+ years of union experience required.
- This is an entry-level management position. Union management or lead experience is preferred.
- Demonstrated skills in the areas of collective bargaining, contract enforcement, training, communication, facilitation, strategic analysis, and planning.
- Advanced knowledge of worker's rights.
- Work effectively independently and as a group with members and staff from diverse ethnic, social, and economic groups.
- Ability to adapt, take direction, and execute tasks with short timelines.
- Exercise excellent judgment while working under pressure.
- Exercise extreme confidentiality.
- Establish and uphold organizational priorities, standards, and values
- Ability to manage multiple tasks.
- Ability to teach and mentor others.
- Excellent written and verbal communication skills.
- Basic computer skills including Microsoft Office 360 and Unionware.
- A commitment to social, racial and economic justice.
- Ability to understand the complex needs of a diverse membership.
- Proven ability to develop staff and leaders.
- Must be available for travel.

### **Working Conditions:**

The role requires long and irregular hours, with work on weekends and holidays when necessary.

### **To Apply**

Please send a cover letter, and resume (PDF format) to [humanresources@seiunv.org](mailto:humanresources@seiunv.org), with "Representation Coordinator" in the Subject.

The salary range for this position is \$60,000 – \$90,000 and commensurate with experience. This position includes 100% employer-paid health insurance, pension, life insurance, AD&D, Long-Term Disability, and car allowance.

No phone calls, please.

**AFFIRMATIVE ACTION EMPLOYER**

SEIU Nevada Local 1107 is an affirmative action employer and encourage applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability.