

SEIU (Service Employees International Union)

JOB TITLE: Integrated Campaigns Coordinator

GRADE: PS-3; Salary starts at \$81,204.08

LOCATION: Washington, DC (HQ)

ORGANIZATIONAL OVERVIEW: The 2 million members united in the Service Employees International Union (SEIU) are at the forefront of a movement to build power for working people and empower all workers to form unions, no matter what job they do. SEIU members are from every walk of life, every political party, every background, every faith. They come from communities with their own stories and strengths, and that makes the Union all the more powerful because there's strength in numbers. SEIU members work across the healthcare spectrum providing high quality care and services. They are the workers who keep our nation's airports running and make sure landmark buildings are clean and secure. They provide essential public services and give a foundation of learning to our youngest and brightest. SEIU members believe in and are fighting for a Just Society where all workers are valued and all people respected—no matter where they come from or what color they are; where all families and communities can thrive; and where we leave a better and more equitable world for generations to come.

PURPOSE: The Integrated Campaigns Coordinator is responsible for coordinating state and local policy campaigns between SEIU International's Government Relations department, SEIU local unions, and state councils across the country.

PRIMARY RESPONSIBILITIES: (Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification.)

- Support new and ongoing campaigns, initiated by the International or locals/state councils by offering tailored policy solutions, leveraging national/state/local political relationships, and ensuring relevant staff are working together.
- Maintain significant understanding of specific state SEIU membership and organizational structure, state/municipal politics and state/municipal issues that affect SEIU members.
- Strategize with Director of State and Local Programs as well as other departments, divisions and campaigns to ensure campaigns complement other SEIU field efforts;
- Provide assistance in the development, planning and execution of programs which address the needs of locals
- Support the development and organizing of large-scale convenings including SEIU's Legislative and Policy conference
- Maintain relationships with partner organizations and elected networks in order to drive our issue agenda

- Design and create the production of/and development of written materials related to the activities of the Government Relations Department for internal and external uses.
- Represent SEIU in public forums, internally and externally.

CONTACTS: Include SEIU and affiliate staff both in the International and on local and state levels; elected officials on various levels.

PHYSICAL REQUIREMENTS: Work is generally performed in an office setting. Possibility for long and extended hours, and may require extensive travel.

DIRECTION AND DECISION MAKING: This position reports to the Director of State and Local Programs and works under general supervision. Requires a high degree of judgment of relationships and ideas, initiative and drive.

EDUCATION AND EXPERIENCE: The Integrated Campaigns Coordinator position requires graduation from an accredited four-year college or university with a bachelor's degree and at least five (5) years of experience in the following areas: issue or political campaigns, legislative strategy or public policy development. Or, a combination of education and experience that would provide for the following knowledge, skills and abilities:

- Knowledge, passion and commitment for labor unions, the issues they prioritize, and their constituencies.
Successful experience in planning and implementing strategic, legislative, electoral, or community support campaigns.
- Ability to take initiative, manage projects and individual workload under pressure with tight deadlines.
- Knowledge of government relations, legislative issues and dynamics of local and state governments.
- Ability to work independently ensuring for completion of projects and programs.
- Ability to work with all levels of staff and members in sometimes complex and political situations.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze data and make sound, logical conclusions.

PROBATIONARY PERIOD: Thirty-six (36) weeks.

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