



# TEAMSTERS LOCAL UNION 117

*Affiliated with the International Brotherhood of Teamsters*

General Public and Private Sector Employees and Special Services Employees in King and Pierce Counties and Employees of the State of Washington

## **Teamsters Local 117** **Business Representative Position** **Deadline to Apply is September 30, 2016**

**Job responsibilities include, but are not limited to:** Visiting worksites, building relationships with their members, internal organizing, grievance handling and investigation, assistance in contract negotiations, Labor-Management meetings, steward training and supervision, conducting regional meetings in their assigned areas, and working as part of a team with other Local 117 Business Representatives. A key aspect of the job is the ability to find solutions that advance the interest of the membership and further the goals of the Union. A successful applicant will possess the ability to forge consensus with members and, at times, with management.

**Internal Organizing:** As a result of recent legal efforts to weaken the ability of public sector employees collective bargaining rights, it is necessary to be able to not only enforce the contract but also to build power with the members and the ability in conjunction with other staff, to develop and implement a robust and successful internal organizing program. This is an aspect of the work that is of primary importance. A successful applicant will show a talent and a willingness to engage with members in an internal organizing program.

### **The minimum requirements for the position are:**

- The ability to communicate clearly and effectively with members to keep the membership informed about the activities of their Union as it relates to their work;
- Internal Organizing;
- Ability to visit all shifts (24/7) and all job classifications on a regular and frequent basis;
- Ability to work more than 40 hours, seven days a week, during odd hours on a rotating schedule;
- Strong writing and record keeping skills;
- Computer literacy in Microsoft Office (Word, Excel, Outlook);
- Ability to work independently, to manage your time effectively, and to prioritize;
- Strong analytical skills;
- A proven track record of representing employees;
- Ability to travel on regular basis;
- A credit card with sufficient credit to cover out of pocket expenses that may be necessary during the course of your work (expenses are reimbursed monthly);
- Ability to pass a background check to gain access to restricted areas of facilities; and
- A good driving record and valid Washington State driver's license.

### **How To Apply:**

Submit your resume and a cover letter (stating how you meet the minimum qualifications) to:

Michelle Woodrow, Director of Corrections and Law Enforcement

Teamsters Local Union No. 117

14675 Interurban Ave. S., Suite 307

Tukwila, WA 98168-4614 - Fax: (206) 441-3153

Email: [michelle.woodrow@teamsters117.org](mailto:michelle.woodrow@teamsters117.org)

**Teamsters Local Union No. 117 is an Affirmative Action/Equal Opportunity Employer**