

SEIU LOCAL 1107

Position: Chief of Staff

Location: Las Vegas, NV

Who We Are:

SEIU Local 1107 represents nearly 20,000 public and private sector workers, including public sector, hospital, and home care workers. We are part of the 2 million Service Employees International Union (SEIU) members, 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.

Title: Chief of Staff

Position Type: Executive Management

Reports to: Executive Director

Supervisory Duties: Manages and supervises senior-level managers and teams; may also work with consultants. Responsible for training and development, discipline/termination of staff.

Coordination/Contacts: Local union officers; Local union management; Local union general council; International Union program departments; community and political allies.

Position Summary:

The position is responsible for driving SEIU Local 1107's high-priority projects and programs consistent with the union's mission and goals. The Chief of Staff's role is critical in the management of the daily operations and activities of the union and will anticipate, identify, and problem-solve challenges. The position supports organizational and leadership development and operationalizes the union's strategic vision across all programs and departments.

- Serves as a senior advisor to the SEIU Local 1107 Executive Director.
- Coordinates with SEIU Local 1107's member leadership to meet the union's strategic priorities and programs.
- Works directly with SEIU Local 1107's senior management team and manages the union's daily operations and programs.
- Represents the Executive Director, where appropriate, in meetings with senior staff, represented and non-represented staff, member leadership, employers, and allies.
- Plans, develops and implements programs and policies to ensure that SEIU Local 1107's strategic goals and objectives are met, and are compliant with relevant and applicable employment laws and regulations.
- Oversees staff development and internal coordination, including planning with senior leadership to ensure that organizational efforts are established and implemented to guide performance management, training, and development.
- Leads critical and urgent programs and campaigns.
- Additional duties as assigned by the Executive Director.

Requirements:

A minimum of 10 years experience working in the labor movement with a minimum of five (5) years in a leadership or management position. Advanced degree or equivalent experience is a plus.

All candidates must have advanced knowledge of union management and governance, employment law, operational and organization development; significant experience in policy and procedure development; well-developed strategic planning, management, interpersonal, and communications skills; and knowledge of the labor movement and labor relations.

Additionally, all candidates must be able to demonstrate the following knowledge, skills, and abilities:

- Thorough knowledge of the labor movement, structures, and other affiliated advocacy groups.
- Proven ability to lead union organizing campaigns.
- Ability to recruit, develop, manage and supervise staff and proven ability to lead large and diverse teams.
- A proven problem-solver and demonstrated ability to make decisions in real-time.
- Ability to communicate effectively, both orally and in writing.
- Strong management skills and a demonstrated ability to hold people and organizations accountable.
- Knowledge and experience in the use of data analysis, research, and communications strategies.
- Knowledge of strategies and tactics with regard to organizational environmental change.
- Knowledge and understanding of union departments - Organizing, Representation, Political and Community, Communications, Finance, Human Resources and Administration.
- Ability to develop strategies, implement budgets, and implement plans.
- Ability to make presentations and conduct training.
- Ability to work under pressure while maintaining a professional and collegial demeanor.

Working Conditions:

SEIU Local 1107 operates within a campaign-based environment, where workflow often fluctuates. The role requires long and irregular hours, working on weekends and holidays when necessary. The successful candidate will also have the ability and willingness to travel, when necessary.

Relevant SEIU Local 1107 governing documents: <https://www.seiunv.org/my-union/seiu-1107-constitution-bylaws-2/>

Salary and Benefits:

This is a full-time, salaried, overtime-exempt position. Salary is commensurate with experience. SEIU Local 1107 offers a generous benefits package including employer-paid medical, dental, vision, and defined benefit pension plans, and generous holiday and vacation policies.

To Apply

Please send a cover letter and résumé (PDF format) to humanresources@seiunv.org with "Chief of Staff" in the Subject.

No phone calls, please.

AFFIRMATIVE ACTION EMPLOYER

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