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**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: September 4, 2026
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Director of Organizing
Location: PEF Headquarters (Albany, NY)
Category: 11 (MC)
Salary: \$122,598 – Hiring Rate (minimum)
\$152,449 – Step 5 (maximum)
PEF retains the right to increase the starting salary based on experience.

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Director of Organizing

Department: Organizing

Position Summary: The Director of Organizing reports to the Executive Director and is responsible for internal and external organizing including the overall development and implementation of campaign strategy. Responsibilities include ensuring that all projects and campaigns are consistent with PEF's mission and goals. This includes overseeing and managing the coordination between organizing and other PEF departments to connect organizing to the daily work and vision of PEF.

Qualifications: Bachelor's degree or higher in the Industrial and Labor Relations Field, a related field, or a combination of education and related experience. Appropriate experience would include the following: significant experience: assessing and selecting potential organizing targets; running/coordinating successful organizing campaigns; experience with organizing non-union professional private sector employees; running Collective Bargaining Agreement and/or Legislative campaigns for already organized bargaining units; familiarity with the National Labor Relations Act/National Labor Relations Board, Public Employees Fair Employment Act/Public Employment Relations Board and the Fair Labor Standards Act as it relates to issues to organizing campaigns; background in labor education, labor studies or unionism and knowledge of public employee issues. Prior experience in a supervisory capacity is desired.

Key Functions:

- *1. Fulfills the directives of PEF and its parent unions relative to member and local action and campaigns.
- *2. Responsible for the development and implementation of statewide and regional member engagement and mobilization efforts. This includes identifying workplace, departmental and statewide issues to organize around.
- *3. Responsible for developing, accessing and achieving organizational effectiveness via benchmarks and other accountability measures.
- *4. Works closely with regional and division leadership to support member engagement and mobilization efforts.

- *5. Establish and strengthen organizational and worksite structures that promote organizing, one on one conversations, leadership identification and development and concerted workplace actions.
- *6. Assist with training and development of stewards, division leaders, Regional Coordinators, other PEF member leaders and activists.
- *7. Train, develop and supervise PEF staff to organize and mobilize members around issues leading to membership growth and activism.
- *8. Work with the PEF education and training department to deliver member and staff training.
- *9. Coordinates with other PEF departments to assist with and support all of PEF's campaigns (organizing, political, contract, legislative etc.).
- *10. Engages community organizations for collaboration, support and coalition building.
- *11. Tracks, organizes and maintains all campaign and member related data.
- *12. Assist in preparing and implementing department budget.
- *13. Supervise department staff.
- *14. Participate in President's briefings and staff meetings and provide regular reports to PEF management and the Executive Board.
- *15. Consistent and reliable attendance.
- *16. Statewide travel required.
- *17. Must have valid driver's license.

** Identifies essential function/fundamental job duty.*