



# memo:

\*\* PLEASE POST \*\*

TO: All PEF Offices  
FROM: Human Resources  
DATE: January 14, 2021  
RE: 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: Membership Engagement Administrative Assistant  
(Organizing)  
Location: PEF Headquarters (Albany)  
Salary: \$47,459 + (Category 6, Hiring Rate of the PEF/USW salary  
schedule)

*\*PEF retains the right to increase the starting salary based on  
experience.*

Interested members of staff are invited to submit applications in writing 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](mailto:HR@PEF.org)

Qualifications and job description are attached.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION  
POSITION DESCRIPTION

- Position Title:** Membership Engagement Administrative Assistant
- Department:** Organizing
- Category:** USW Category 6
- Position Summary:** Provides primary administrative support for membership engagement and organizing efforts of the Organizing department. Coordinates drop/save protocol efforts and maintains data base of drop/save activity. Performs administrative work for department directors; general office functions; and performs related work as assigned including but not limited to: attending and supporting Field Representatives and others at membership engagement meetings and other Organizing administrative support, as needed.
- Qualifications:** Thorough knowledge of general office practices and procedures, business English, spelling and punctuation; ability to effectively communicate with membership and elected officials; proficient in Microsoft Office and Google Suite products; excellent communication skills with an emphasis on articulating the value of union membership, identify resources within PEF to address member issues; ability to effectively coordinate Engagement efforts with other PEF Departments and Staff.
- Responsibilities:**
- \*1. Provides primary administrative support to the Director of Organizing including but not limited to: answering phone, providing and receiving information related to the Organizing department and supporting Membership Engagement efforts: coordinating drop/save protocol process; receiving organizing inquiries; and triaging incoming member issues.
  - \*2. Assists member leaders in arranging for membership meetings and conferences and may attend and provide administrative support of same.
  - \*3. Types letters, narrative and statistical reports, minutes, agendas etc.; composes and prepares routine correspondence for signature; provides regular reports to supervisors regarding membership engagement.
  - \*4. Establishes and maintains a variety of files and records.
  - \*5. Maintains control files of ongoing projects.
  - \*6. May receive and resolve membership complaints.

\*7. May independently prepare correspondence and recurring reports for supervisor's signature.

\*8. May take part in the training/orientation of new employees.

\*9. May provide additional support/coverage to the Labor/Management Assistant, support coverage for the QWL grant (assist with review of applications for completeness, and maintain database of applications, approvals and funding); and assist the Nurse Coordinator with Protest of Assignment Forms and Mandatory OT forms.

\*10. Other related duties as assigned.

\*11. Consistent and reliable attendance.

*\*Denotes essential functions that a candidate must be able to perform either with or without a reasonable accommodation.*

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