



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: April 7, 2025
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: Summer Internship for Special Events
** There is an option of continuing through the college year (15 hours/week). **
Location: PEF Headquarters – Albany, NY
Hours: 35.00 hours per week (9:00 a.m. – 5:00 p.m.)
Hourly Rate: \$20.00 per hour

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: Summer Internship – Special Events

Department: Special Events

Department Summary: Special Events provides administrative set-up and coordination with various meetings for PEF staff and PEF members (ex. special training programs, conferences, special events, Executive Board meetings, and the annual Convention). They also assist with accommodations and travel services for PEF staff and PEF members.

The department is actively involved in the preparation of Executive Board meeting agendas, preparation of meeting packets, contracting for meeting space, overseeing the distribution of meeting packets, noting follow up actions and charges to be accomplished, and preparation of meeting minutes for Board approval.

Requirements:

- Students must currently be enrolled in an accredited college or a recent college graduate, with an interest in communications, marketing, hospitality management, or a similar area of interest.
- A demonstrated interest in unions and the labor movement is preferred.
- Excellent communication skills (written and verbal) to clearly communicate matters to all levels of management and members.
- Strong computer skills (Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint).

Position Summary:

Responsibilities for the special events internship include email and phone communication with PEF staff and members, assist with accommodation and travel plans, assist with Executive Board meetings and the annual convention. The intern may also update and track data for Special Events as well as maintain paper and electronic files and documents.