

Broward Teachers Union  
Field Representative  
VACANCY ANNOUNCEMENT

**POSITION TITLE:** Field Representative

**RESPONSIBILITIES:** The Field Representative is responsible for developing worksite leaders, empowering members, enforcing the contract and building the union through membership recruitment and rank and file activism. Duties include:

- \* Organize members at their worksite to become active in addressing worksite issues, and engaging in political, bargaining and/or community campaigns, as well as other union priorities.
- \* Develop and maintain effective worksite leadership structures through the recruitment, training and support of stewards and other union leaders.
- \* Work with union leadership and stewards to recruit new members to join the union
- \* Maintain regular communication and visibility with bargaining unit members through one-on-one conversations, site visits, phone calls, meetings, etc. Respond to all messages in a timely manner.
- \* Interpret collective bargaining agreements and other relevant laws and policies to assist union members in understanding their rights.
- \* Provide assertive and prepared advocacy, handle grievances and other personnel matters on behalf of union members. Assist in the representation of members in various proceedings such as hearings, arbitrations, school board meetings, etc.
- \* Assist union members in achieving informal resolutions to work-related problems.
- \* Create and conduct training sessions and workshops for members
- \* Serve as lead negotiator or assist in negotiations for assigned bargaining units. Conduct bargaining surveys, salary surveys and other research activities to strengthen the union's negotiating position.
- \* Maintain calendar which accurately documents past, present and future activities, site visits, and appointments in connection with work as a field representative. Maintain accurate records and files and produce reports as necessary.

**QUALIFICATIONS:** Bachelor's Degree in education, labor relations, public administration or other related field with experience as teacher union staff and/or as a member leadership position preferred. Must possess a valid driver's license and auto insurance. Must be able to work effectively as part of a team, possess a high-level ability to communicate orally and in writing, and have analytical skills necessary to interpret contract language, investigate and process grievances and prepare proposals. Must also have ability to work under pressure and with minimal supervision, and be well organized and self-motivated.

**COMPENSATION:** Competitive salary and benefits provided in accordance with UAW Local 2278 staff union contract.

**Submit resume to:**

[jlamont@btuonline.com](mailto:jlamont@btuonline.com)

Jennifer LaMont

Chief of Staff

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