Support Staff Position Opening with Railroad Workers United

Summary:

Railroad Workers United (RWU) is seeking applications for a newly created independent contractor position. The position will be responsible for the following but not limited to; supporting our annual fall fund raising drive, process new memberships, solicit and process membership renewal, as well as maintaining the membership database. We are projecting an average of 10 hours a week, with light hours April through September and a greater number of hours October through March. The position will be remunerated at a $20 per hour rate. Specifically, we are seeking qualified applicants to assist us in the following:

- Manage the membership list (Google Sheets and Excel) which includes a comprehensive listing of members and supporters of RWU and potentially help us transition to a secure Customer Relationship Management (CRM) program;
- Assist with the annual Fall Fundraising event via email and postal solicitations, and coordinate with our membership volunteers for follow up phone calls;
- Assist with the Membership Renewal event via email and postal solicitation, and coordinate with our membership volunteers for follow up phone calls;
- Process new members throughout the year by adding to the database, sending out postal welcome packets, and entering their info into our communications platforms (Constant Contact);
- Assisting with quarterly newsletter production (Microsoft Publisher);
- Attend monthly meetings of the Steering Committee; issue a monthly report;
- Work closely with the RWU General Secretary to carry out these various tasks.

The applicant must be highly motivated, self-starting, and have an affinity for the labor movement.

Background to Railroad Workers United

RWU is an inter-union, cross-craft solidarity “caucus” of railroad workers, and their supporters, from all crafts, all carriers, and all unions across North America. Our goal is building strength and solidarity among all rail workers, while encouraging them to be active in their craft union. We work with union rank and file

railroad workers, and we welcome yet-to-be-organized rail workers as well. In addition, we actively work with other labor and community organizations on issues of mutual concern. However, we do not accept managers or those who oppose our principles. You can learn more about us, what we do, and our guiding principles at our website: railroadworkersunited.org.

Qualities Desired in a Successful Applicant

We are looking for someone experienced working with NGO entities who shares our passion for the RWU mission. This job involves flexible hours throughout the year. A few hours each month will be involved April through September, with more hours per month involved October through March. This is a non-salaried position without benefits, but with the ability to work from anywhere and at flexible times.

Successful applicants will:

- Understand the unique culture of railroading and union activism or be willing to learn;
- Be dependable and a good communicator;
- Be proficient in the use of the Microsoft Office suite including Word, Excel, and Publisher;
- Be proficient in the use of Google G Suite products, particularly Sheets;
- Be familiar with or be able to use SquareSpace (website), Storenvy (online merchandise/sales platform), Facebook and Twitter, Shipping Easy and Constant Contact;
- Be able to self-instruct on various programs and platforms that may be unfamiliar but which resemble similar programs previously used.

NOTE: This position is open to RWU members, but the successful applicant shall not hold an elected position within the organization.

How to Apply

Please send a cover letter and resume in pdf format to: secretary@railroadworkersunited.org. You may find it helpful to speak with our General Secretary, Ron Kaminkow, first. To do so, reach out via email to the same email address to set up a time to chat.

Resumes should include:

- Your background and experience as an activist.
- Computer programs and platforms with which you are familiar.
- Relevant employment history.
- Experience as a member, volunteer, or staff person with non-profits and/or unions.

Position is open until filled. Position will be filled by September, 2021.

Railroad Workers United is an equal opportunity employer. People of color, women and LGBT candidates are encouraged to apply.