

Executive Secretary – UFCW Local 880

Are you a master multitasker who thrives in a dynamic environment where no two days are the same and wants to make life better for working people? United Food and Commercial Workers (UFCW) Local 880 is seeking an exceptional Executive Secretary to support our leadership in advancing workers' rights and strengthening our union family.

About the Role

You'll provide essential support to the union leadership, helping to keep our organization running smoothly through everything from day-to-day communications and contract negotiations to member events. The work is fast-paced and varied—flexibility is essential, and a good sense of humor helps. If you excel at juggling competing priorities, staying organized under pressure and anticipating what needs to happen next, we want to hear from you.

What You'll Do

Executive Support:

- Manage the President and Secretary Treasurer's calendar, schedule meetings and ensure timely reminders
- Arrange travel and prepare detailed itineraries
- Draft and review correspondence, including emails and letters
- Proactively prepare necessary materials for executive and staff meetings
- Manage confidential information and documents with utmost discretion

Communication & Coordination:

- Screen and manage incoming communications, prioritizing messages and responding appropriately
- Facilitate communication between the executive office and staff
- Coordinate meetings with internal and external stakeholders, including scheduling, room bookings and agenda preparation
- Prepare and file correspondence for union activities, including negotiations

Event Planning:

- Plan and execute union events, conferences and member gatherings
- Coordinate logistics, vendors, catering and venue arrangements

What We're Looking For

Required:

- 3-5 years of experience as an Executive Assistant or similar role
- Proven ability to manage complex schedules, prioritize tasks and meet deadlines in a fast-paced environment

- Exceptional communication and interpersonal skills—you can connect with everyone from shop stewards to executives
- Strong writing and editing abilities with meticulous attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Unwavering commitment to confidentiality and discretion
- Flexibility and adaptability—things change quickly, and you're ready to pivot

Strongly Preferred:

- Knowledge of labor union terminology and practices
- Strong commitment to workers' rights and the labor movement

Why UFCW Local 880?

- **Competitive salary and comprehensive benefits** (health insurance, dental insurance, and more)
- **Stable work environment** with a strong union presence (yes, we practice what we preach!)
- **Make a real impact** by working directly with leadership and playing a key role in supporting our union
- **Challenging and rewarding work** where you'll grow professionally while fighting for working families
- **Be part of a team** that values solidarity, justice and shares a lot of laughter along the way

To Apply

Submit your resume and cover letter to **info@UFCWLocal880.com**. Tell us why you're passionate about supporting the labor movement and how your skills make you the perfect fit for this role.

About Us

UFCW Local 880 proudly represents more than 20,000 hardworking members in Northeast Ohio and Western Pennsylvania. Our members work in the retail food, meatpacking, poultry, food processing and manufacturing, healthcare and cannabis industries, and we stand together to improve the lives and livelihoods of workers, families and communities.

UFCW Local 880 is an equal opportunity employer. We celebrate diversity in our union, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability status or any other characteristic protected by law.