

**DISTRICT COUNCIL 1707
JOB POSTING**

STAFF ORGANIZER

REQUIREMENTS:

- Understand and interpret contract language
- Experience in preparing and handling grievances, mediations and arbitrations
- Ability to speak effectively and to deal tactfully with membership
- Basic computer knowledge
- Must have good writing and verbal communication skills
- Must have and be able to demonstrate leadership skills
- Capable of working unlimited hours
- Capable of handling other tasks as assigned by supervisor

SALARY:

\$32,000.00 per year + \$5,180.00 yearly travel allowance

QUALIFICATIONS, TRAINING AND EXPERIENCE:

- Bilingual (Cantonese/Mandarin or Spanish and English) preferred
- High School Diploma or equivalent
- Four years demonstrated experience in labor relations

Preference will be given to internal staff. Interested individuals who have a resume on file should send a letter of interest only. Other individuals would send a resume and a cover letter to: Mr. Cheoliver Sprosta, Human Resources/Executive Assistant to the Executive Director, District Council 1707, 420 West 45th Street, New York, NY 10036 or fax to (646) 981-6345.

DC 1707 does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor.