



## NEW YORK NEW JERSEY REGIONAL JOINT BOARD UNION REPRESENTATIVE

The New York New Jersey Regional Joint Board, Workers United a/w SEIU is a strong, progressive union that represents members in retail, manufacturing and distribution centers. We are currently looking for a union representative for the nail salon worker school based in New York City.

Candidates who have a passion for justice, a willingness to learn, solid communication skills, strong sense of attention to detail, a strong work ethic, an ability to work long and irregular hours (including nights and weekends) and the drive to make a significant and measurable impact on the world are encouraged to apply.

### **Responsibilities**

Union Representatives are responsible for all aspects of the New York Nail Salon Worker School. This includes, but is not limited to working with members of the New York Nail Salon Worker Association, running a successful membership renewal program, coordinate with partner organizations throughout the certification process, which includes the 26 hour and practical classes, as well as addressing licensing issues. This position will be reporting directly to the Campaign Coordinator. This position will be expected to work cooperatively and communicate effectively with the Campaign Coordinator, Organizing Director, NY NJ Regional Joint Board staff, Association members and partnering organizations.

### **Duties will vary but will include the following:**

- Coordinate outreach for classes by identifying and scheduling students
- Communicate scores and next steps to students
- Run membership renewal program
- Coordinate testing logistics
- Communicate with DOS around licensing issues and concerns
- Coordinate identification of license renewals and extensions
- Maintaining detailed records and inputting data into database
- Problem solve to overcome obstacles to achieving goals and completing tasks
- Ensure that work is meeting the goals and timelines agreed upon
- Develop systems to create a smoother communication process

### **Job Qualifications:**

- Bi-lingual English/Spanish is a must
- Commitment to social and economic justice
- Strong communicator with excellent written, oral and interpersonal skills
- Advanced proficiency with Microsoft Office and Salesforce
- The ability to manage challenging relationships
- Detail oriented and organized with strong planning and prioritization abilities
- Eagerness to take on leadership role and increasing responsibility
- Ability to work well under tight deadlines
- Ability to work both independently and as part of a team
- The ability to quickly learn new skills and adapt to changing requirements
- High comfort level talking to people of diverse backgrounds
- Enthusiastic commitment to strengthening the labor movement
- Early morning, night, and weekend work are required

Please send resume and cover letter to: [csaenz@workersunitednynj.org](mailto:csaenz@workersunitednynj.org)

The NY NJ Regional Joint Board is an equal opportunity employer.