



Membership Data Assistant

With over 1.4 million members, the American Federation of State, County and Municipal Employees (AFSCME) is the nation's largest public service labor union and a leader in the fight for social and economic change. AFSCME Maryland Council 3 represents nearly 45,000 workers throughout the state including staff at Maryland's public universities, correctional officers, social workers, clerical support staff, nurses, and road maintenance workers. We organize in the workplace and fight for dignity, respect, and a fair standard of living for all public service workers.

AFSCME Maryland Council 3 is looking to hire a **Membership Data Assistant** to assist in data collection, maintenance, upkeep, and entry for the union's membership database.

Primary Responsibilities:

- Assist with the processing of AFSCME MD membership and dues.
- Provide monthly rebate information to locals and leadership.
- Input attendance at meetings, events and union activities.
- Update local union election results, including convention delegates and officers.
- Help to ensure accurate worksite and job information.
- Maintain data for potential campaigns and new organizing.
- Assist Data Manager in the preparation of a variety reports.
- Assist administrative staff with phones, mailings, filing.
- Other duties as required.

What We are Looking For:

- Experience with Microsoft Office, proficient in Excel.
- Excellent organizational skills and attention to detail.
- Experience in membership data systems.
- Ability to type 50 words per minute.
- Commitment to social justice and labor movement a plus.

Salary starts at \$44,000. Benefits include excellent health insurance, 3 weeks paid vacation, 15 paid holidays, 12 sick days, pension, optional 401k, life insurance, and staff union.

To apply, email cover letter and resume to recruiting@afscmemd.org.