**Management Proposal on Job Descriptions for Campaign Titles Sept 7, 2022**

**Campaign Assistant Job Description**

A Campaign Assistant may be employed in support of an organizing, political or legislative campaign or another CWA-led movement building project. The position would report to the appropriate Administrative Staff.

**Job Qualifications**

* Willing and able to take regular direction and learn from experienced campaign staff

* Willing to commit, energy, heart and long, irregular hours
* Ability to learn and implement the campaign basics
* Be able to take notes, listen and get information/report back to campaign leads, DOC or other campaign leadership to evaluate campaigns
* Ability to assess workers' support of the campaign, identify potential committee members, move workers to make concrete commitments and take action, recruit people to a committee, facilitate committee meetings, work with groups.
* Understand and discuss issues in a way that contribute to the momentum of an organizing campaign.
* Have a fundamental commitment to building a diverse and democratic labor movement and ability to organize workers from diverse backgrounds and demographics.
* Willing to attend an Organizing Institute
* Basic communications skills, able to do basic flyers and other written material
* Motivated self-starter able to learn and troubleshoot without heavy supervision
* Driver’s license and reliable car, must be able to travel to work locations away from home/office location.
* 1-2 years of prior labor, political or community organizing experience
* Strong social, written and verbal communication skills
* Patient in pressure situations and savvy with conflict management
* Bilingual, a plus

**Job Responsibilities:**

* Review electoral races, laws, regulations and other research materials to determine how policies affect CWA’s legislative agenda
* Utilize numerous organizing tactics including home-visiting, cold phone calling, hand billing, etc.
* Provide appropriate materials to CWA staff and locals to implement defined programs.
* Willingness to try new ideas while implementing and defending organizing basics
* Solid working knowledge of systematic organizing, able to use charts, lists and databases to gather, analyze, and share information about a campaign.
* **Ability to follow up on leads in a timely manner**
* Along with a Campaign Lead or DOC, be able to help develop and implement a local organizing plan.
* Working with Campaign Leads,
  + Be able to work effectively with committee members
  + Assist with moving campaigns to stage 3
  + Keep the committee on track
  + Motivate the committee to move through roadblocks and be public when it is time
  + Give the committee a realistic assessment of progress and inoculate them.
  + Draft letters and electronic correspondence regarding CWA agenda
  + Support state level engagement teams by drafting sample letters and assist in producing materials.
* Work with the local unions to help identify and encourage others to participate in campaigns and build support for organizing.
* Assist with congressional briefings, communications and requests for information

* Submit reports as required, at least monthly.
* Must be able to work on projects to build the local, but also be able to assist in national and district organizing projects.

**Job Specifications:**

**1. Wages: See Collective Bargaining Agreement**

2. Reports to the CWA Organizing Director or appropriate administrative staff

3. Other terms and conditions as per the Memorandum of Agreement.

4. Position is not to be used to replace regular full time staff

**Campaign Lead Job Description**

A Campaign Lead may be employed in support of an organizing, political or legislative campaign or another CWA-led movement building project. A Campaign Lead must be able to develop elements of a campaign plan and execute them. The position would report to the appropriate Administrative Staff.

**Job Qualifications:**

* Willing and able to take regular direction and learn from experienced campaign staff

* Willing to commit, energy, heart and long, irregular hours
* Ability to learn and implement the campaign basics
* Be able to take notes, listen and get information/report back to DOC or other campaign leadership to evaluate campaigns
* Ability to assess workers' support of the campaign, identify potential committee members, move workers to make concrete commitments and take action, recruit people to a committee, facilitate committee meetings, work with groups.
* **Ability to follow up on leads in a timely manner**
* Understand and discuss issues in a way that contribute to the momentum of an organizing campaign.
* Have a fundamental commitment to building a diverse and democratic labor movement and ability to organize workers from diverse backgrounds and demographics.
* Willing to attend an Organizing Institute
* Basic communications skills, able to do basic flyers and other written material
* Motivated self-starter able to learn and troubleshoot without heavy supervision
* Driver’s license and reliable car, must be able to travel to work locations away from home/office location.
* **2 years minimum of prior relevant, applicable campaign experience. For worker organizing campaigns, relevant campaign experience means experience winning or otherwise effectively waging NLRB elections or other applicable forms of union recognition or certification. For political or legislative campaigns, relevant campaign experience means applicable experience conducting political mobilization, or staffing candidate or issue campaigns, or engaging in legislative advocacy. For other types of campaigns, relevant, applicable campaign experience may vary.**
* Strong social, written and verbal communication skills
* Patient in pressure situations and savvy with conflict management
* Bilingual, a plus

**Responsibilities when employed in an Organizing campaign:**

* Ability to assess support of the union or campaign, identify potential committee members, move workers to make concrete commitments and take action, recruit people to a committee, facilitate committee meetings, work with groups
* Understand and discuss issues in a way that contribute to the momentum of a campaign
* Utilize numerous organizing tactics including home-visiting, cold phone calling, hand billing, etc.
* Have a fundamental commitment to building a diverse and democratic movement and ability to organize workers and citizens from diverse backgrounds and demographics
* Along with campaign leadership, be able to work effectively with committee members
  + assist with moving campaigns to stage 3
  + keep the organizing committee on track
  + motivate them to move through roadblocks and be public when it is time
  + give them a realistic assessment of progress and inoculate them
* Work with the local to help identify and encourage others in local to participate in organizing campaigns and build support for organizing
* Along with the DOC, be able to help develop and implement a local organizing plan
* Submit reports as required, but at least monthly
* Must be able to work on projects to build the local, but also be able to assist in national and district organizing projects.
* Be heavily involved in major National and District Organizing Priority campaigns
* Capable of running campaigns with minimal assistance, motivate and dig out committee members, **ability to take initiative to implement organizing goals**, work in a team with other organizers involved in the campaign
* Be able to communicate effectively in writing, in speaking, and via electronic media. Be able to work with data bases, able to do basic flyers and other written material
* Able to function as a trainer at an Organizer Institute and train organizing committee members
* Work with locals on National and District priority campaigns and help local organizers
* Travel to work locations away from home and work location by car and plane to locations as needed
* Computer skills that allow at least intermediate-level data management and communication

**Responsibilities when employed in a CWA-led political or legislative campaign, or movement building project**

* Taking ownership and developing elements of a broader campaign, possibly in a specific geographic area or specific element of the campaign.
* Implement campaign strategies and tactics
* Train and work with activists, volunteers, and community partners
* Work within a campaign budget
* Assist in aspects of responsibilities of a Senior Campaign Lead
* Work to campaign objectives and track campaign metrics. Regular reporting on progress of the campaign
* Act as a representative of CWA to allied coalitions, member groups and other labor organizations
* May review electoral races, strategies, current and proposed laws and regulations and analyze the potential alignment and impact with respect to the CWA policy agenda.
* Draft letters, training materials, electronic correspondence regrading proposed legislation or CWA electoral programs
* Review laws, regulations and other research materials to determine how policies affect CWA’s legislative agenda as well as other organization political analysis to determine impact on electoral program
* Draft appropriate materials to CWA staff and locals to implement programs.
* Responsible for six (6) month evaluation of the campaign
* Other duties as assigned

**Job Specifications:**

1. **Wages: See Collective Bargaining Agreement.**
2. Reports to the CWA Organizing Director or appropriate administrative staff
3. Other terms and conditions as per the Memorandum of Agreement.
4. This position will not be used to replace regular full time CWA Staff Representatives or District Organizing Coordinators, or in lieu of hiring regular full time staff for permanent positions/vacancies.

**Senior Campaign Lead Job Description:**

A Senior Campaign Lead may be employed in support of an organizing, political or legislative campaign or another CWA-led movement building project. The Senior Campaign lead must be able to direct and lead a broad campaign. The position would report to the appropriate Administrative Staff.

**Job Qualifications**

* At least a bachelor's degree in a relevant field or equivalent relevant experience.
* **Have at least 5 years of relevant, applicable campaign experience in worker organizing, political or legislative work, corporate campaigns and/or movement building, respectively, with demonstrated results. For worker organizing campaigns, relevant campaign experience means experience winning or otherwise effectively waging NLRB elections or other applicable forms of union recognition or certification. For political or legislative campaigns, relevant campaign experience means applicable experience conducting political mobilization, or staffing candidate or issue campaigns, or engaging in legislative advocacy. For other types of campaigns, relevant, applicable campaign experience may vary.**
* Have demonstrated commitment to economic and social justice and the labor movement.
* Have advanced communications skills, both verbal and written
* Willingness to work long, irregular hours and may involve travel away from home/office.

**Job Responsibilities:**

* Plan, develop and prioritize strategy and tactics, analyzing what is effective
* Leads and directs campaign work
* Develop and manage a campaign budget
* Identify and work with CWA Locals and community partners
* Write and fully communicate a campaign plan and develop campaign metrics
* Will be accountable for all aspects of the campaign and work to objectives/metrics, directing the work of others towards these goals and producing regular reports
* Develop training materials and train locals, staff and community partners
* Responsible for six (6) month campaign evaluation
* **Mentoring team members, helping them implement the CWA Model of Organizing**
* Other duties as assigned

**Job Specifications:**

**• Wages: See Collective Bargaining Agreement**

• Benefits and other terms as per described in the Memorandum of Agreement.

• This position will not be used to replace regular full time CWA Staff Representatives or District Organizing Coordinators or in lieu of hiring regular full time staff for permanent positions/vacancies.