



Office and Professional Employees International Union, Local 2, AFL-CIO

8555 16th Street, Suite 550
Silver Spring, MD 20910

POSITION Membership Clerk, Part-Time
REPORT TO President, Secretary-Treasurer, and Office Manager
DATE April 2021

Job Overview:

OPEIU, Local 2 is a local union servicing 8,000 members in DC, Maryland, and Virginia region. We are immediately seeking a qualified Membership Clerk to work in our downtown Silver Spring office 3 days per week. The individual's primary responsibilities are to assist in maintaining the membership data base and records, perform accurate data entry, prepare correspondence and reports, restructure digital records, general filing, scanning, and other duties as assigned. This is a part-time position with the potential to move to full-time in the coming months.

Qualifications:

High school diploma or general education degree (GED) required
2 years of data entry experience or related office experience
Proficiency in Union Track Data Base System or similar data base
Proficiency in Microsoft Office Suite: Excel, Outlook, and Word
Proficiency in Adobe Acrobat
Strong verbal and written communication skills
Strong organizational skills
Strong critical thinking skills
Attention to detail, accuracy, and deadlines
Capable of multitasking and problem-solving
Ability to lift up to 25 pounds

Work Schedule

Office Staff Hours: 9:00 AM to 4:30 PM
Individual Schedule: 19.5 hours per week, 6.5 hour day exclusive of a 1 hour non-paid lunch, 3 days per week
Occasional evenings or Saturdays may be required
In office attendance required

Salary and Benefits

Salary starting at \$25 per hour
Benefits package (paid leave and insurance)

Submit resumes to Stephanie Allen, Office Manager, at sallen@opeiu-local2.org