



## **Job Announcement for Membership Coordinator**

### **Job Overview**

OPEIU, Local 2, a local union servicing over 8,000 members in the DC, Maryland, and Virginia region, is immediately seeking a qualified Membership Coordinator to work in their downtown Silver Spring office. The incumbent will ensure that members' dues are processed in a timely manner, membership records are kept up to date, and ensure that members, officers, employers, clients, and staff of the Local receive professional and excellent service when communicating with Local 2 in person, via phone, written correspondence, or email.

### **Responsibilities and Duties**

Essential Functions include, but are not limited to the following:

- Post membership dues daily
- Process incoming dues payments daily
- Contact members, employers, and other agencies daily
- Answer main phone line in a professional manner
- Maintain membership email inbox daily
- Prepare monthly employer delinquent report
- Process death benefits upon receipt
- Process requests for emergency assistance upon receipt
- Attend quarterly membership meetings
- Reproduce, assemble, and mail new member packages and letters when needed
- File new (to be posted) dues statements when needed
- File posted dues statements when needed
- Update membership database (Union Track) information as required – change of address, withdrawal cards, change of beneficiaries, etc.
- Process member applications upon receipt
- Assist officers/staff representative with special projects when they arise
- Other duties as may be assigned

### **Qualifications**

- Bachelor's Degree and/or equivalent work experience
- 5+ years working in a data-entry and administrative role
- Proficient in Microsoft Office Suite; working in Outlook, Word, and Excel daily
- Understanding of math for the purpose of balancing general ledgers and calculating delinquent dues, etc.
- Strong grammar, spelling, and communication skills required
- Prior experience working in a union environment a plus
- Ability to work in an office environment, under florescent lighting, performing tasks such as sitting, standing, and occasionally lifting up to 25lbs.

- Must be able to work in a team setting in a small office environment
- Critical thinking, accuracy, time management, strategizing, multitasking, decision-making, self-starting ability, problem-solving, and timeliness and dependability are required

**Work Schedule**

Full-time, 32.50 hours per week, 6.5 hours a day with 1 hour of unpaid lunch. Office hours are 9am-4:30pm.

**Salary and Benefits**

- Salary starting at \$55,000/year with regular step increases for first 4 years
- Employer-paid medical, vision, and dental insurance provided
- Vacation, sick leave, and personal leave provided
- Pension & 401(k)

**To Apply**

Please email your résumé, including the names and contact information of two references, to Stephanie Allen, [sallen@opeiu-local2.org](mailto:sallen@opeiu-local2.org)

All inquiries and material submitted will be kept confidential.

Applications will be considered until the position is filled.

OPEIU Local 2 is committed to diversity and inclusion in our hiring practices. We are an affirmative action, equal opportunity employer and interested in applicants of all ages, races, sexual orientations, national origins, ethnicities, religions, and genders.