



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

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

POSITION	Membership Clerk
REPORT TO	President, Secretary-Treasurer, and Office Manager
DATE	April 2022

Job Overview:

OPEIU, Local 2 is a local union servicing 8,000 members in the DC, Maryland, and Virginia region. We are immediately seeking a qualified Membership Clerk to work in our downtown Silver Spring office. The individual's primary responsibilities are to assist in maintaining the membership data base and records, process dues payments within the membership database, perform accurate data entry, prepare correspondence and reports, restructure digital records, answer phones in a professional manner to assist our membership, general filing, scanning, and other duties as assigned.

Qualifications:

- High school diploma or general education degree (GED) required
- 5 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, Monday - Friday
Individual Schedule: 32.5 hours per week, 6.5 hour day exclusive of a 1 hour non-paid lunch
Occasional evenings or Saturdays may be required
In office attendance required

Salary and Benefits

Salary starting between \$50,000-\$55,000/year, depending on experience
Benefits package (paid leave, insurance, pension)

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