



Employment Opportunity

City Union of Baltimore
Local#800, AFT, AFL-CIO

Office Coordinator

Closing Date: February 21, 2020 is the last day to submit a resume

Under the direction of the president of the City Union of Baltimore Local #800, this is a full-time administrative position that provides assistance to the membership; staff; executive board and council; union affiliates, local, state, and federal; liaison between the Mayor and City Council of Baltimore and with the Baltimore City Public School System.

The City Union of Baltimore is seeking a dynamic, passionate, self-motivated individual to join a fast paced and team-oriented environment as an Office Coordinator.

Job Duties

- Maintain and establish office procedures in accordance with office policies
- Prepare written correspondence, forms and reports
- Maintain professional and technical knowledge and support by attending workshops and conferences, reviewing professional publications, and establishing professional networks
- Develop and maintain professional relationships with service providers and vendors
- Schedule appointments/meeting/travel arrangements
- Maintain calendars/schedules for meetings/conferences
- Provide assistance with budgets, expenditures and related financial matters
- Maintain staff attendance reports; preparing payroll reports, personal files; salary and benefits
- Provide assistance to union members
- Provide supervision of clerical and building operations staff
- Provide assistance to the Board/Council
- Maintain office equipment
- Other duties as assigned

Skills/Qualifications

- Have knowledge and experience with Microsoft Office
- Bookkeeping skills
- Good verbal and written communication skills
- Detail oriented
- Leadership skills
- Ability to be work occasional evenings, weekends and independently
- Excellent phone etiquette

Minimum Education and Experience Requirements

High school diploma or equivalency. Knowledge of computer programs to include Microsoft Word, Excel, Power Point.

AND

Have five years of office support experience in basic accounting/bookkeeping, coordinating and administration, office procedures, procurement and/or facility management.

Or

Have an equivalent combination of relevant education and office support experience

Licenses, Registration or Certificates

A valid Maryland Class "C" driver's license and vehicle is required.

Benefits:

- Salaried position
- Vacation, Sick, and Personal Leave
- Holidays
- Training/Workshops for professional growth
- Travel/Reimbursement
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**To apply, submit resume to: City Union of Baltimore, AFT, AFL-CIO,
2117 N. Howard Street, Baltimore, Maryland 21218; Fax: 410.962.1495; or
Email: execvp@cub-aft.org**