



## **JOB ANNOUNCEMENT**

### **EXECUTIVE DIRECTOR CABRILLO COLLEGE FEDERATION OF TEACHERS AFT/CFT LOCAL 4400**

The Cabrillo College Federation of Teachers (CCFT), AFT 4400, is seeking candidates for the position of Executive Director.

AFT 4400 represents almost 600 teachers in the Cabrillo Community College District. Cabrillo College is located in Aptos, CA.

### **EXECUTIVE DIRECTOR JOB DESCRIPTION**

- Remain current with all appropriate state laws and administrative rules and regulations that impact the operations and responsibilities of the Federation, California Education Code, PERB decisions, EERA regulations, etc.
- Lead strategic planning for both short-term and long-term organizational goals;
- Develop organizational programs designed to strengthen and train the Local's Executive Board Officers, Negotiations Team and Division Representatives in the areas of communications, contract enforcement and internal dispute resolution;
- Work with the President, the Executive Board, and the Council in the development of leaders and leadership skills throughout the union;
- Act as a primary resource for the negotiations team. As such, collects contract issues as they arise; designs and conducts contract surveys; writes contract language and negotiates collective bargaining agreements at the discretion of the Chief Negotiator; and conducts research related to labor contracts;
- Coordinate and/or assist the local in organizing activities and campaigns as directed by the President and Executive Board;
- Coordinate and/or assist with campaigns and other efforts within the labor movement;
- Lead and/or assist in the development and implementation of membership recruitment
- Collaborate with the Executive Board to develop and carry out a communications plan;
- Attend monthly Contract Administration meetings with the District, acting on behalf of the union as directed by the President and Executive Board;
- Analyze budgets (with some assistance from the CFT Research Department);
- Maintain, interpret and assist in enforcing the agreement between the Federation and the District;
- Assist the grievance officer in filing grievances and unfair labor practice charges, with assistance from legal counsel and local field rep, as necessary;
- Advise the local on concerted activities;

- Assist the local in compliance with national and state affiliate constitutional obligations;
- Attend relevant conferences, conventions, and trainings as directed by the President and the Executive Board;
- Staff the union office and manage day-to-day activities;
- Coordinate union events, including flex week activities;
- Develop and maintain labor and community contacts (with the state, county and local entities including the MBCLC and the California Federation of Labor) and communication with political and community leaders;
- Develop and maintain professional and productive relationships with District management;
- Attend District and college meetings as directed by the President and/or Executive Board;
- Assist in get-out-the vote and other political activities including COPE membership campaigns;
- Maintain the Federation master calendar;
- Supervise the maintenance of records, including the membership database;
- Monitor, maintain, and update the website on a regular basis;
- Assist the Executive Board in organizing and maintaining financial records;
- Serve as a hub for various CCFT organizing activities

### **REQUIRED QUALIFICATIONS**

- Ability to work both independently and with a team including a variety of members, staff and elected member representatives and officers;
- Ability to work effectively and respectfully with a wide variety of people;
- Ability to handle a high pressure, fast-paced environment;
- Excellent verbal and written communication skills in English
- Demonstrated ability to accurately and coherently compose correspondence, charges, grievances, memos, and bargaining language;
- Ability to demonstrate discretion in handling sensitive information;
- Ability to analyze, make decisions, render judgments, make adjustments and take appropriate action under pressure;

### **DESIRED QUALIFICATIONS**

- Working knowledge of California community colleges organizational structures and policies

### **DESIRED EDUCATION & EXPERIENCE**

- Bachelor's degree in political science, labor law, or related field.
- 3 years of experience in labor organizing and strategic campaigns, contract negotiations, and union member representation.

**Salary & Benefits:**

We are looking for someone to work 50-75% (depending on various factors, including what works best for potential candidates). Annual gross salary range is based on a percentage of the full-time faculty salary schedule and ranges from \$54,397- \$83,440 at 100%, to be prorated based on final agreement. Starting salary is based on experience and education. Medical and dental stipend will be based on percentage worked. The position includes sick leave and vacation.

**How to Apply:**

To be considered for this position(s), applicants must submit a resume, letter of interest, and at least three (3) professional references, and examples of memos, flyers, or other materials that demonstrate your work.

Your letter of interest should clearly explain how your experience, training, and education make you a viable and competitive candidate for this position. Address any skills we are looking for that you would seek to develop. Please specify your preference for working 50-75%.

Applications are due by: November 15, 2017

Interviews will take place between November 27-December 15

Job to commence the second week in January, 2018

Send applications to:

Cabrillo College Federation of Teachers

Attn: Hiring committee

6500 Soquel Dr., Aptos, CA 95003

or email to [hiring@cftcabrillo.org](mailto: hiring@cftcabrillo.org)