



## Field Coordinator

**Union** AFSCME Pennsylvania Council 13  
**Location** Western Region  
**Salary** competitive salary based on experience  
**Posting Date** 1/15/26

### **How to Apply**

To apply, send a cover letter and resume to [recruiting@afscme13.org](mailto:recruiting@afscme13.org)

Please include position title and local number (if you are a current member of an AFSCME local) in the subject heading of your application email. Western Region offices are located in Pittsburgh, Duncansville, and Franklin, PA.

### **Overview**

AFSCME Council 13 is the public service union for Pennsylvanians, representing more than 50,000 workers across the Commonwealth. Council 13 members care for the vulnerable and elderly, allow students to focus on learning in schools and universities, run correctional facilities around the clock, maintain safe drinking water, ensure the state's libraries, museums, roads, parks, and game lands are accessible to the public, and make Pennsylvania run in countless other ways. Our union organizes for dignity and respect and fights for a real voice on the job for public service workers and the services we provide.

The Field Coordinator position is supervisory in nature and is primarily responsible for managing, evaluating and training employees in the classifications of: Staff Representative, Organizer, and Clerical. This position has the authority to effectively recommend hiring and discipline including termination.

While the position is supervisory, it is also a hands on position which requires day to day direct involvement in planning, leading and conducting a wide array of activities including targeting, home visits, leadership recruitment and development, training volunteers, running elections, initiating card check and other campaigns, conducting first contract campaigns, overseeing local union administratorships, developing strategies for contract fights and anti-privatization campaigns, overseeing member complaint responsiveness, ensuring robust representation for members, and assisting staff and members to build capacity as defined in the AFSCME Strong goals.

**JOB DUTIES AND RESPONSIBILITIES** (Any one position may not include all the specific duties and responsibilities listed in this posting. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification. An expanded job description is available during the application process.)

- Actively promotes Council 13's vision for building strength and achieving growth to union leaders, staff members, and other stakeholders and guides activity as a leader within the Pennsylvania labor movement.
- Supervises Staff Representatives, Field Office Clerical, and Organizers in their daily activities.
- Monitors the effectiveness of supervised staff by measuring progress against goals, directly observing their skills and coaching them to meet expectations.
- Conducts performance appraisals and establishes and monitors development plans and performance improvement plans.
- Applies, with deep expertise and proficiency, all elements of the AFSCME Strong program with the capacity to model and coach on all facets of the AFSCME Organizing Model and Organizing Principles.
- Researches potential organizing targets. Analyzes data and applies other criteria to assess possible targets of organizing. Conducts and may lead the investigation of organizing targets to gather data and information, build a list of workers, assesses worker interest, and scouts out the physical plant without divulging the unions presence.
- In coordination with the Organizing Department and Region, supports and oversees active organizing drives.
- Writes campaign plans and ensures that the written plans of team members are appropriate for the overall plan. Planning includes resource and staff needs as well as operational activities.
- Troubleshoots internal problems with local unions.
- Oversees local union administratorships. Ensures the overall objectives and goals are within the timeline and parameters of the plan.
- Integrates into campaign activities, performs organizing and representation assignments such as house visiting, site visits, bargaining, running grievances and arbitrations, and generally serves as a role model to new and less experienced staff.
- Understands and supports staff and leadership recruitment activities.
- Develops and implements staff development trainings.

- Provides representational services, political advocacy, internal organizing, and external organizing support as needed.
- Performs other duties as assigned.

### **Contacts**

Council and International staff, local leadership, other unions and allies, members, and political leaders.

### **Directions and Decision Making**

This position reports to the Regional Director and is expected to supervise teams and campaigns as assigned. Must be able to work independently without supervision at times.

### **Physical Requirements (as required by ADA)**

Work is performed in a variety of employment settings including workers' homes and neighborhoods. Driving, travel, temporary assignments and extended work hours are required. Valid driver's license required.

### **Education and Experience**

Graduation from an accredited four-year college or university and 5 - 7 years' experience in a union demonstrating progressive advancement, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

- Knowledge of training and principles of effective supervision and mentoring.
- Extensive knowledge of union organizing principles.
- Extensive knowledge of all facets of representation.
- Extensive knowledge of labor laws, especially with respect to union organizing and representation.
- Extensive knowledge of Council 13's internal structure and experience in working with subordinate bodies.
- Ability to conduct research and gather information to evaluate targets, develop strategies and formulate conclusions.
- Ability to effectively present information and respond to questions from a wide variety of audiences to include managers, colleagues, prospective union members, etc.
- Ability to lead, train and coordinate experienced staff, volunteer organizers union leaders, and committee members.
- Ability to work effectively with Council staff and local union leaders on a project basis.

- Ability to solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists and to interpret a variety of instructions provided in written and oral form.
- Demonstrated leadership, maturity and motivational skills.
- Demonstrated oral and written communication skills, including excellent “one-on-one” interpersonal communications.

### **Benefits**

- Health insurance for employee and family, including medical, prescription drug, vision, dental and hearing (employee contributes percentage of salary)
- Defined Benefit Pension Plan (jointly paid)
- Voluntary Deferred Compensation 401(k) Savings Plan with employer match
- Field Package (monthly travel and cell phone allowance, insurance stipend, reimbursed expenses)
- Employer-paid life insurance and accidental death benefits
- 3 weeks earned vacation per year (after one year of service)
- 1 ½ days earned sick leave per month (accrued)
- 12 paid holidays per year
- 3 Personal Days (pro-rated in first year)
- Paid holiday release between Christmas and New Year’s Day