



## **Staff Representative**

**Union** AFSCME Pennsylvania Council 13  
**Location** Multiple Locations in PA (Harrisburg, Plymouth Meeting)  
**Salary** \$54,000 - \$99,100  
**Posting Date** November 24, 2025

## **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.

## **Overview**

AFSCME Council 13 is the public service union for Pennsylvanians, representing more than 60,000 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 Staff Representative position has the overall responsibility of building local union capacity and empowering membership through planning, managing, and executing representational programs with locals. This position has the responsibility of carrying out the union's vision for building strength and achieving growth by organizing existing and new members.

Locals span public and private entities, reflect different job sectors, departments, or agencies, and may have locations spread throughout various facilities in a localized part of the state or larger geographical area.

The Staff Representative role is on the front line of building power among working people for whom public service is a calling. This is a field position with extensive travel and irregular work hours often required.

**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.)

- Implements the AFSCME Organizing Model, Organizing Principles, and AFSCME Strong tenets into local representational programs.
- Actively promotes Council 13's vision for building strength and achieving growth to current and potential members and guides their activity as a representative of Council 13.
- Develops and implements strategies to involve union members in activities that build the local union's capacity to represent and mobilize workers effectively.
- In partnership with local leadership, handles all aspects of representation, including arbitrations and grievances; labor management relations; contract negotiations; filing deadlines; and all other representational duties associated with servicing a local.
- Oversees member sign-up and orientation programs, including identifying and developing member leaders and conducting outreach directly as needed.
- Guides and supports member leaders in strategy around contract campaigns, contract negotiations, anti-privatization fights, bargaining unit accretions, sector coordination, and other leading programs of the union.
- In collaboration with local leadership, develops and leads membership direct actions that build solidarity, effect meaningful change, and advance other union goals.
- Maintains regular communication with leaders and members through local union meetings (i.e. general membership and Executive Board), job site visits, one-on-one meetings, and house visits to build member rapport, share victories, make assessments, problem solve, and to move program and support priorities of locals and Council 13.
- Identifies and develops worksite leaders. Trains, assesses, and recommends potential volunteer member organizers from within the AFSCME membership.
- Identifies opportunities in day-to-day servicing activities to increase participation from members and build power in the workplace.
- Monitors, coordinates, and drives program within a specified subset, sector, or agency of AFSCME members and serves as resource person for given area(s) of focus.
- Visits workers at their homes as part of internal/external union organizing or political activities.
- Relays major turf developments and metrics on a regular, timely, and proactive basis using assigned data tools. Tracks progress on campaigns, work plans, and initiatives within turf.

- In coordination with the Council 13 Organizing Department, explores organizing targets to gather data and information, builds worker lists, assesses interest, and conducts meetings with organizing committees and other workers.
- Performs other duties as assigned.

### **Required Qualifications:**

To perform the Staff Representative position successfully, the incumbent needs seasoned proficiency in the following areas:

- Knowledge of labor unions, labor relations, and servicing union members at a professional level.
- Effective one-on-one communications.
- High level of oral and written communication, including reading, writing, and speaking.
- Exercising sound judgment, discretion, and ability to compare and evaluate potential courses of action to further the interests of members and Council 13's strategic goals.
- Time management and self-discipline in an unstructured work environment.
- Ability to plan and coordinate work activities including via work plans, keep detailed records, and file reports in a timely manner.
- Planning and running meetings and actions.
- Ability to present information persuasively and engage groups of various sizes.
- Ability to learn and apply organizing concepts to locals with different needs and challenges.
- Interacting in a professional manner with members and management representatives.
- Ability to foster and maintain strong interpersonal relationships with individuals from diverse backgrounds.
- Knowledge of computers and applicable software (word processing, spreadsheets).
- Ability to work long hours independently to accomplish union's objectives.
- Support for, and understanding of, AFSCME's Mission.

### **Desired Qualifications:**

- Prior employment in the labor movement.
- Ability to run negotiations of collective bargaining agreements.
- Ability to plan creative and effective worker actions, including building toward and executing a successful strike.
- Familiarity with principles and procedures of negotiations, arbitrations, and hearings.
- Understanding of organizing and membership databases.
- Developing/training VMOs and less experienced organizers or union staff.
- Working knowledge of state and federal laws related to labor, public employment, collective bargaining, and regulations specific to Pennsylvania.
- Experience recruiting, developing, and coordinating worker leaders/organizing committees.
- Command of AFSCME's one-on-one organizing model.
- Experience leading under pressure and/or defusing tense situations.
- Strong commitment to the labor movement.

### **Direction and Decision Making**

This position reports to the Regional Director or designee. Works independently and keeps supervisor regularly apprised of developments during servicing activities, including regular and ad hoc reports.

### **Education and Experience**

High school diploma or equivalent, minimum 3 years of relevant organizing/servicing experience or any combination of education and experience which provides the knowledge, skills, and abilities listed above. A demonstrated commitment to self-reflection and professional growth is preferred.

Sustained union member activism and leadership may be considered towards years of experience, along with other forms of relevant advocacy, on a case-by-case basis.

An applicable Bachelor's degree, Master's degree, or law degree may be applied towards years of experience.

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

Work is performed in a variety of employment settings including workers' homes, neighborhoods, and worksites. Driving, travel, overnight stays, temporary assignments, and extended work hours, including evenings and weekends, may be required. Valid driver's license required.

### **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