

Job Opening – Program Manager

Teamsters for a Democratic Union (TDU) is a 30 year-old movement made up of rank and file Teamsters working to reform our union based on a broad vision of democratic participation and social justice. We are currently seeking an energetic, committed person to manage our national office in Detroit and assist with organizing work there. This is a full-time position.

Responsibilities

- **Office management:** Coordinate mailings; manage organization's database; supervise interns; maintain office supplies and files.
- **Bookkeeping:** Keep track of all financial records—bills, membership renewals, bank accounts, donations, pledges, payments, etc. manage payroll; filing taxes; prepare monthly, quarterly, and yearly financial reports with the aid of accounting software. assist in preparing annual organizational budget
- **Events:** Organize logistics for annual 400 person TDU convention; organize logistics for quarterly Board/Steering Committee meetings
- **Organizing** Assist staff organizers with meetings and organizing campaigns around contract mobilizations, resisting benefit cuts and union reform issues.
- **Communications:** Assist with development of literature and website; coordinate shipping of TDU's monthly newspaper; assist with editing, proofreading; and desktop publishing.

Qualifications

- Previous office and/or organizing experience
- Strong computer skills; Desktop publishing and/or website management skills a plus.
- Commitment to building a progressive labor movement
- Willingness to work hard in cooperative style
- Women and people of color encouraged to apply
- Spanish fluency a plus

Compensation/Benefits

- Salary range from \$27,500 — \$31,500, based on experience
- Health insurance
- Generous paid vacation

Interested applicants should forward a resume with cover letter and references to:

Peter Landon
TDU
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E-mail landon@tdu.org