



AFSCME Maryland Council 3 – Print & Graphics Specialist

With over 1.4 million members, the American Federation of State, County and Municipal Employees (AFSCME) is the nation's largest public service labor union and a leader in the fight for social and economic change. AFSCME Maryland Council 3 represents 45,000 public service workers throughout Maryland in local, city, county and state government as well as in higher education and the private sector who provide the valuable public services that our communities rely on. And we are growing! We organize in the workplace and fight for dignity, respect, and a fair standard of living for all public service workers.

We are currently seeking a Print Shop Specialist that will produce printed communications materials for a variety of union campaigns and priorities. This includes brochures, leaflets, union contracts, flyers, buttons, and more. This position will work closely with the Strategic Communications Director and the Print Shop and Building Manager to produce a high volume of materials that support the mission and vision of our union.

If you enjoy detail-oriented work, producing quality print materials, feel passionate about workers' rights and highlighting the valuable work that AFSCME members do, and thrive in fast-paced and dynamic environments, then this job is for you.

This position is based in our AFSCME Maryland Baltimore Office at 1410 Bush Street, Baltimore, MD 21230.

Responsibilities:

- Works with Print Shop and Building Manager to process a high volume of print production requests daily with a strong focus on timeliness, efficiency, and quality.
- Proficiently operates print production and mail equipment, including, but not limited to, high-volume multi-function printers, finishing and binding equipment.
- Organizes print job orders and occasionally prepares copier for reproduction; adjusts and operates advanced, high-volume copiers to perform functions such as reductions, two-sided copying and collating by sets and stacks; operates a variety of minor bindery equipment such as collators, staplers, drills, folders, and performs routine maintenance of equipment such as cleaning, changing filters, refilling ink developer and toner, adding user agents, and clearing paper jams.
- Works closely with the Communications team and field representatives, and local leaders, to create, publish, and finalize for various mailings, including postcards and letters, from start to finish.
- Monitors and maintains inventory and procurement of supplies and paper for printing and distribution.
- Produces material for high volume events including State Conventions, International Union Conventions, Stewards Trainings, Leadership Meetings etc.

- Prints and maintains materials for new employee orientation packets. This includes creating folders for distribution.
- Inventories and reorders union promotional items as needed in coordination with supervisor.
- Lays out designs for printing format including union contracts, booklets, and brochures
- Creates and makes buttons and stickers for union events, actions etc.
- Interfaces with USPS, mail houses, and other print vendors as needed.
- Performs first-level troubleshooting and maintenance on production and printing equipment.
- Logs print requests and perform routine and timely data entry of chargebacks for locals and others for accounting and billing purposes.
- Maintains confidentiality of data including legally protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive data.
- Ability to meet deadlines, handle multiple projects, and prioritize work.
- Performs other duties as required to support AFSCME Maryland and its mission.

Required Qualifications:

- High school graduation or GED; and
- Two (2) years of experience in printing work; an equivalent combination of education and experience.
- Proficiency with Microsoft Word, Excel, Outlook and with Adobe Acrobat.
- At least 2 years' experience with printing, mailing, photocopying.
- Track record of troubleshooting problems.
- Knowledge of organizing principles and AFSCME MD.
- Excellent oral and written communication skills, strong attention to detail, and ability to quickly synthesize information.

Working Conditions

- Works in a print shop with various inks and printing and production equipment.
- Ability to lift 50 pounds.
- Ability to stand for long periods of time.

Ability to work overtime as needed. This position is non-exempt and overtime eligible. We offer a competitive salary and great benefits. We offer a salary range of \$54,238 - \$75,079, fully paid health benefits, 3 weeks paid vacation, 15 paid holidays, 12 sick days, pension, optional 401k, life insurance, and staff union. Women and people of color are strongly encouraged to apply.

To apply, send resume to recruiting@afscmemd.org.