



Data Specialist

AFSCME Maryland Council 3 represents over 55,000 workers who work in public service. Council 3 members keep our public universities and community colleges running, maintain our libraries and museums, care for the elderly, provide social services to those in need, represent defendants in court, drive our school buses, and maintain our parks and roads. We organize in the workplace and fight for dignity, respect, and a fair standard of living for all public service workers in Maryland.

We are accepting applications for a **Data Specialist** to join the Council 3 team.

The **Data Specialist** will play a key role in ensuring the organization has the accurate and timely data it needs to succeed. They will interface with various employers and staff to monitor data collection and work with the data team to transform data and import it into our primary system where it can be used to support daily operations and reporting.

The **Data Specialist** will work closely with the entire data team (totaling 5 with this position) and will report to the Data Directors. The team is supportive and encourages growth through cross-training and collaboration. This position is based in our AFSCME Maryland Baltimore office.

Primary Responsibilities:

Field Staff Support

- Assist field staff with membership and other lists for meetings, attendance, etc.
- Track union activities like election results and meeting attendance.
- Maintain data for potential campaigns and new organizing activities.

Card and File Processing

- Assist the team with reviewing and processing new membership applications that have already been electronically input into the membership database.
- Track the status of received files and follow up with AFSCME and employer contacts to get missing files.
- Import files into our database software, Union Ware, and assist with matching batch payments to finance batches.
- Report on the status of files in team meetings.

Reporting

- Assist the team in reviewing/updating monthly Per Capita Tax Reports that are based on member deductions for dues, political action committee contributions, and insurance premiums.
- Assist with providing monthly rebate information to locals and leadership.
- Assist with importing monthly political action committee contribution files into Union Ware.
- Assist with PAC contributions that are being sent directly to the International Union (IU) and those that pass through the Council to ensure members receive credit for their contributions.
- Help monitor contributors who have not received a PAC hoodie yet.

**Other**

- Assist the Data team in the preparation of a variety of reports.
- Other duties as required.

Required Skills:

- Proficiency with Microsoft Office suite.
- At least three years of work experience in an office setting or equivalent combination of education and work experience.
- Proficient in Excel (ability to sort, filter, perform calculations, create pivot tables, and print).
- Excellent organizational skills and attention to detail.
- High level of discretion and accuracy.
- Ability to work independently, escalate issues, and clarify priorities as needed.
- Experience working in diverse communities and in a multi-cultural work environment. Sensitivity to and appreciation of ethnic and cultural differences required.
- Ability to establish and maintain effective work relationships with co-workers, members, and community allies.
- Business hours are 9:00 am - 5:00 pm; punctuality and reliability are a must.
- Demonstrated interest in the work of the union and the membership.
- Experience in membership data systems preferred.

This is a nonexempt position. The salary range for this position is \$56,400-\$85,000.

Benefits include fully paid comprehensive single or family health insurance (medical, dental, prescription, and optical), 3 weeks paid vacation, 16 paid holidays, 12 sick days, pension, 401k, life insurance, and staff union. Women and people of color are strongly encouraged to apply.

To apply, email cover letter and resume to recruiting@afscmemd.org. AFSCME Maryland Council 3 is an equal opportunity employer.