



### **AFSCME Maryland Council 3 Negotiator**

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 55,000 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.

We are currently seeking a **Negotiator** that will lead negotiations for first and successor contracts; work with staff, members, and bargaining teams; and draft and analyze contract language. This position will report to the Chief of Staff and work closely with the Director of Collective Bargaining to support the mission and vision of our union.

If you enjoy negotiating contracts, working with union members, engaging in detail-oriented work, feel passionate about workers' rights and raising standards for all workers, 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:**

- Lead and assist staff on negotiations for first or successor collective bargaining agreements, memoranda of understanding and letters of agreement, or serve in an advisory capacity during negotiations.
- Prepare and present proposals, articles, exhibits, arguments, and counterarguments, navigate effective table strategies, and provide information summaries.
- Cost out contract proposals, perform basic research, and create and analyze bargaining surveys and results.
- Maintain contracts deadlines, track overall progress at Council 3's negotiating tables, and provide guidance and feedback for staff and members. Maintain meticulous notes and records of bargaining.
- Develop and train bargaining teams and staff to become effective negotiators. This includes training, working on proposals, assisting at the negotiating table, and drafting language.
- Develop and run contract action teams.
- Maintain and update group communication to facilitate member engagement.
- Identify opportunities to accrete new members or conduct unit clarifications as part of bargaining.
- Lead Labor Management Committees, as necessary.
- Work closely with the Chief of Staff, Director of Collective Bargaining, and Field Directors to develop and implement comprehensive contract campaigns.

#### **Required Qualifications:**

- At least 4 years of proven success in bargaining union contracts.
- Excellent written and verbal communication skills, including the ability to draft reports, make presentations, facilitate meetings, and conduct training sessions as needed.
- Proficiency in Excel data management, electronic record management, and Microsoft Office Suite.
- Experience negotiating first contracts is a plus.
- Knowledge of labor law, especially as it relates to collective bargaining, unfair labor practices, mediation, fact-finding, and arbitration.
- Ability to work independently, balance conflicting demands, and guide the work of other staff members.
- Ability to maintain good working relations with diverse membership and staff.
- Highly organized with the ability to track multiple deadlines.
- Strong time management skills.

- Graduation from an accredited four-year college or university.
- Willingness to occasionally work long and irregular hours.
- Ability to travel and work throughout the state of Maryland.
- Possesses a valid driver's license, auto insurance, and reliable car for business use.

We offer a salary range of \$91,688 - \$111,681. Benefits include fully paid comprehensive health insurance (medical, dental, prescription, and optical), car allowance and reimbursement for car insurance, 3 weeks paid vacation, 16 paid holidays, 12 sick days, pension, optional 401k, and life insurance. Women and people of color are strongly encouraged to apply.

To apply, send resume to [recruiting@afscmemd.org](mailto:recruiting@afscmemd.org).