



## Membership Data Assistant

AFSCME Maryland Council 3 represents over 45,000 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, provide support in our schools, 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.

AFSCME Maryland Council 3 is looking to hire a **Membership Data Assistant** to assist in data collection, maintenance, upkeep, and entry for the union's membership database.

### Primary Responsibilities:

- Assist with the processing of AFSCME MD membership and dues.
- Enter handwritten data from membership cards into UnionWare database.
- Provide monthly rebate information to locals and leadership.
- Input attendance at meetings, events, and union activities.
- Update local union election results, including convention delegates and officers.
- Help to ensure accurate worksite and job information.
- Maintain data for potential campaigns and new organizing.
- Assist Data team in the preparation of a variety reports.
- Assist administrative staff with phones, mailings, and filings.
- Other duties as required.

### What We are Looking For:

- Proficiency with Microsoft Office suite.
- At least two years of work experience in an office setting.
- Proficient in excel (ability to sort, filter, perform calculations, create pivot tables, and print).
- Excellent organizational skills and high level of attention to detail.
- Experience in membership data systems preferred.
- Commitment to social justice and labor movement a plus.

The salary for this position starts at \$44,000. Benefits include excellent employer paid single or family health insurance, 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, email a cover letter and resume to [recruiting@afscmemd.org](mailto:recruiting@afscmemd.org).