

Research & Education Specialist

Bakery, Confectionery, Tobacco Workers and Grain Millers International Union

Kensington, Maryland (Headquarters)

Summary

The BCTGM Research & Education Department supports the vision and mission of the BCTGM International Union. The Department provides corporate research and analysis in support of organizing and negotiations; maintains a comprehensive contract database; administers the International Union's education programs; and advocates and works for stronger worker safety and health protections and worker rights.

Duties and Responsibilities (Corporate Research):

- Conduct quantitative and qualitative research, including financial analysis, industry, corporate and issue research.
- Prepare corporate profiles (for use in organizing campaigns and negotiations), and track, research and monitor corporate activities.
- Plan, research, write and edit quality research products including reports, presentations, issue briefs, fact sheets, talking points, letters, speeches, websites, articles and other educational and advocacy materials.

Duties and Responsibilities (Education):

- Assist in designing, developing and delivering curricula for local union officers, members, and International staff on a wide variety of topics aligned with the vision of the International Union.
- Identify the needs of local union officers, stewards, and staff, and help to provide opportunities for education at every level.
- Perform other duties as required.

Duties and Responsibilities (Health & Safety):

- Monitor developments on safety and health issues and conduct research and respond to requests for information on safety and health issues.
- Assist with researching and writing comments on proposed safety and health regulations and legislation.
- Create communication and advocacy materials and assist with developing training materials.

Duties and Responsibilities (Contract Administration):

- Receive and file contract settlement reports.
- Maintain and update comprehensive contract database (in Microsoft Access).
- Prepare reports and presentations using information from the database

Requirements and Qualifications:

- An advanced degree in labor relations, industrial relations, law, economics or business, or a Bachelor's degree and equivalent relevant experience.
- Experience in advanced corporate research, labor education, and/or occupational safety and health.
- Excellent written and oral communication skills, including the ability to produce clear and timely analysis of current issues, present oral presentations to large groups of people, and produce comprehensive written reports.
- Excellent listening, interpersonal, communication and problem solving skills. Ability to take direction.
- Demonstrated ability to work effectively in a team environment.
- Effective time management skills, including prioritizing and managing multiple tasks.
- Proficiency in Internet-based research, word processing, spreadsheet programs and database design and management, and developing interactive PowerPoint and/or web-based presentations.
- Flexibility to travel out of state and/or work irregular hours.
- Ability to speak and write in Spanish is an asset.

Compensation and Hours of Work:

- Competitive salary commensurate with experience
- 40 hour work week
- Full health benefits
- Defined benefit pension plan
- 401k plan

Application Procedure:

A person interested in applying for this position should submit a letter of application and a résumé. The letter of application should describe the candidate's experience in bargaining, advocacy, research, training and organizing. Please submit applications to:

Matthew Clark
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4th Floor
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The BCTGM is an equal opportunity employer.