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Field Director

From: Shannon Douvier, Executive Director, AFSCME Council 65

Date: December 10th, 2025

Subject: **VACANCY FOR THE POSITION OF POLITICAL COORDINATOR**

A vacancy exists for the position of Political Coordinator. The position will help to coordinate and develop political and legislative action, organizing campaigns, and data management. The basic job duties are as outlined in the attached job description. The position has an excellent pay and benefits package, including a pension plan. Pay range is \$62,292 - \$99,432.

If you wish to apply for the position, please submit your resume and cover letter by mail or email to the contact listed below. You must include a daytime phone number with your resume.

Shannon Douvier
Executive Director
AFSCME Council 65
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St. Cloud, MN 56301
SDouvier@afscme65.org

This position will be posted until filled. If you have any questions, please contact Shannon Douvier at 218-885-3242 Ext 201.

cc: Council 65 Staff

AFSCME Council 65 Job Description

Job Title: Political Coordinator

Reports To: Executive Director

Location: This position is expected to be located within 60 miles of St. Paul in a home office and will report to the AFSCME Council 65's St. Cloud office at least once a week.

Union: This position is covered by the MIFSCA collective bargaining agreement.

Salary: Salary Range \$62,292- \$99,432 and excellent benefits package.

Posting Date: 11/4/2025

Purpose: This position will help to coordinate and develop political and legislative action, organizing campaigns, and data management. Reporting to the Executive Director, this role will promote the union's mission through political and legislative work, data analytics, campaigns, among other activities.

Primary Responsibilities:

Legislative

- Serve as primary lobbyist for AFSCME Council 65, with duties including:
 - Representing AFSCME Council 65 in collaborative work with labor and coalitions partners;
 - Building and maintaining relationships with elected officials and legislative partners;
 - Tracking legislative developments within AFSCME Council 65's jurisdiction and make recommendations on the Council's involvement accordingly;
 - Educating members on legislative developments that will impact their life and work;
 - Recruiting and preparing members to testify on various legislative issues; and
 - Taking a leading role in planning member activation events regarding legislative priorities

Political

- Serve as political lead for AFSCME Council 65, with duties including:
 - Tracking political developments within AFSCME Council 65's jurisdiction and makes recommendations on the Council's involvement accordingly;
 - Drafting the development of an AFSCME Council 65 political strategy in coordination with other AFSCME affiliates;
 - Managing mobilization programs including, but not limited to, electoral work, issue advocacy, voter registration, and fundraising campaigns;
 - Monitoring political developments, research, and polling through collaboration with political advocacy groups;
 - Directing lost time and/or volunteer member organizer programs, including debriefs to Executive Director on progress to program goals;
 - Recruiting, developing, and training organizers and volunteers, including quality debriefs;
 - Conducting political trainings on electoral and issue related campaign activities, including VAN, text-based apps and phone banking platforms;
 - Organizing all activities connected to AFSCME Council 65's PAC, including candidate screenings, tracking contributions requests, providing recommendations PAC expenditures, and coordinating PAC reporting with the Finance Director;
 - Promoting AFSCME PEOPLE program through training, member meetings, and coordinated drives;
 - Coordinating with AFSCME political staff within AFSCME Council 65's jurisdiction;
 - Providing electoral data analysis;

Other

- Works with Communications Director to write talking points, statements, letters to the editor, and other written materials as needed for political and legislative issues, including member to member communications through Action Network and other platforms.
- Assist AFSCME Council 65's field staff with member training and organizing campaigns as assigned.
- Maintain internal lists, database, and assessments as required.
- Utilize successful communications to inoculate and preempt an outside anti-union campaign.
- Ensure AFSCME Council 65 staff has appropriate messaging on electoral and legislative priorities and collaborates with Communications Director on materials for AFSCME Council 65's Local leadership meetings.
- Perform other duties as assigned.

Education and Experience: Graduation from an accredited four-year college or university in a relevant field preferred. A minimum of three (3) years of related work experience or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

- Thorough knowledge of state legislative and budget processes.
- Thorough knowledge of political campaigns, including targeting techniques, scientific polling, budget development, research, and relevant political software (VoteBuilder, VAN, LAN).
- Understanding of federal and state labor laws, especially with respect to union organizing, political action, and relevant campaign finance laws.
- Demonstrated ability to communicate effectively, both orally and in writing, in large group settings and interpersonally.
- Ability to work under pressure within tight deadlines.
- Ability to develop and lead training curriculums and conduct workshops for political volunteers and volunteer member organizers (VMOs).
- Ability to assess political situations and develop appropriate campaign strategies.
- Experience with labor unions is preferred.

Direction and Decision Making:

This position reports to the Executive Director and is expected to provide regular updates regarding development and implementation of legislative/political action plans.

Physical Requirements (including physical requirements as required by ADA): Work is generally performed in an office setting, but job may require work in the field or in other settings to perform the tasks required to complete assignments. Must be available for frequent travel throughout AFSCME Council 65's jurisdiction (Minnesota, North Dakota, South Dakota).

- Long and irregular hours.
- Ability to drive long distances safely in changing road conditions.
- Overnight stays occasionally required.
- Occasional temporary assignment to International campaigns out of geographical assignment.
- Valid Minnesota Driver's License.
- Must pass pre-employment physical and drug screening.
- Vision and hearing acuity necessary.
- Must pass background check and reference(s).

Posting:

Internal posting for 10 calendar days.

External posting: Job Service/IU website/Council website/MN AFL-CIO/Council Facebook/Council Twitter/UnionJobs.com

Email to Council 65 master email list.

Applicants are requested to submit their cover letter and resume outlining their qualifications for this position.

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