



Staff Recruitment Announcement

Representation & Field Support Administrative Assistant

Affiliated with: AAUP, SEIU

CFA is a union of 29,000 faculty members, librarians, counselors and coaches of the California State University (CSU) system. On the 23 CSU campuses, CFA members work hard to teach our students the critical thinking skills, the technical know-how, and the cultural insights they need to be thoughtful, productive, and artistic participants in our society.

CFA is one of the largest higher education labor unions in the U.S. and is a national leader in its advocacy for anti-racism and social justice. As the exclusive collective bargaining representative, CFA negotiates a contract with the CSU administration that promotes academic freedom, upholds faculty rights, delivers financial protection for the faculty, and promotes faculty participation in the governance of the CSU.

CFA is seeking candidates with a strong knowledge and background in racial and social justice work. Candidates who have relevant experience (formally or informally) and can translate that into the range of job responsibilities listed below are strongly encouraged to apply.

CFA is proud to be a member-run union and believes in employing hard-working and creative staff whose talents complement those of our elected leadership. For more information about the CFA, visit our website at www.calfac.org

Representation & Field Support Administrative Assistant

The Representation and Field Support Administrative Assistant reports to the Director of Bargaining & Representation and provides general administrative support to the Field and Representation departments.

Applicant must be a self-motivated, deadline-oriented individual with a willingness and desire to learn new skills and work with people in academia and in labor unions.

Essential Job Duties

- Maintains accurate contact information by updating phone lists, and providing such lists to staff and organizational leaders on as needed;
- Assists in producing information by composing, formatting, typing, editing, and mailing correspondence;
- Compiles, maintains, and distributes multiple organizational lists, calendars, and schedules;
- Ensures successful small and large group meetings by scheduling, tracking attendance, duplicating and sharing materials, arranging meeting logistics, and providing administrative support at the meeting site;
- Provides office assistance as needed, including filing, copying, correspondence, and anchoring projects;

The ideal candidate will have the following knowledge, skills, and abilities:

- Previous union experience, and/or experience with activism and/or community organizing is preferred;

- A strong commitment to advancing racial and social justice transformation in the union movement, the university and beyond;
- Capacity to work independently, handle multiple projects simultaneously, and meet strict deadlines;
- Excellent verbal and written communication skills;
- Discretion in handling sensitive information;
- Capacity to be a “team player” and work with a variety of staff and elected member volunteers;
- Capacity to operate generally used office equipment and familiarity with office software, including Word, Excel, Zoom, Canva, web browsers, and email;
- Capacity to learn and become proficient at database systems
- Work collaboratively and strategically with CFA officers, members, interns, and staff;
- Demonstrated ability to infuse anti-racism and social justice work into the everyday work of CFA;
- Capacity to learn and communicate CFA organizational structure and policies;
- Other duties as assigned

Other Requirements:

- Can handle a heavy workload in a fast-paced environment with minimal supervision;
- Capacity to lift 25 lbs; subject to reasonable accommodation;
- Occasional travel and weekend work required;
- Valid driver’s license, an automobile for business use, and proof of minimum insurance coverage;
- Typing proficiency of 40 wpm

Salary/Benefits/Location: CFA offers a fully paid benefit package including SEIU defined benefit pension plan, 401(k), medical, dental, vision, and generous paid leave. This position is covered by a collective bargaining agreement. The salary range for this position is \$62,201.35 - \$83,175.41, commensurate with experience.

To apply send cover letter, resume and references to searchcommittee@calfac.org.

CFA is an Affirmative Action Employer.

Women, People of Color/Native People, members of the LGBTQIA community, and people with disabilities are strongly encouraged to apply.

CFA complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact searchcommittee@calfac.org