



POSITION DESCRIPTION: EDUCATION & TRAINING

Definition: The education and training position on the AFSCME Local 328 executive board serves as a link between the membership and the educational opportunities sponsored by our union.

Required Duties:

- Attend monthly executive-board meetings and submit a monthly report
- Communicate career and training opportunities at the OHSU/AFSCME Career and Workplace Enhancement Center
- Maintain a list of ongoing training opportunities in the community
- Notify ICC chair of events and activities for advertisement to the membership
- Solicit and review applications (Education/Training/Event Application form) for events per the Education, Trainings, and Non-Convention Events policy
- Collect and process training/conference registrations
- Ensure that all attendees of events sign the Education/Training/Event Attendance Agreement prior to all events
- Work with the ICC to periodically advertise the AFSCME Free College Benefit and various scholarship opportunities
- Check union email at least three times per week and respond to messages in a timely manner
- Participate in all email votes

Suggested Activities:

- Coordinate with the ICC to maintain the education page for the Local 328 website
- Work with other labor education groups locally or internationally
- Table at OHSU Farmers Market

Budget Considerations:

- Flyers
- Transportation/mileage
- Registration fees
- Lodging
- Per diem
- Release time

Support: The Local 328 education and training position will receive a monthly incentive payment per the Executive Board Incentives policy.