



New England Health Care Employees Union, District 1199 SEIU

Administrative Assistant-Data Entry (Based in Hartford, CT)

About Us:

District 1199 SEIU is a bold, democratic Union with a long activist tradition. In his remarks at 1199's Salute to Freedom in 1968, Dr. Martin Luther King, Jr stated "Local 1199 represents the authentic conscience of the labor movement." Over the past 25 years, we have used strategic campaigns and direct action to form unions, win significant victories for employees, and demand improvements for sick, elderly, and needy patients in nursing homes, state direct care and mental health facilities, hospitals, and other health care centers. In recent years, we've won a \$15/hour standard for thousands of low-wage workers through militant direct-action campaigns, fought racism on the job, campaigned for progressive policy in the state legislature, and engaged in the community around a variety of social justice issues.

The majority of our members and staff are women, people of color, and/or immigrants. A key guiding principle of our Union is to facilitate and stimulate the broadest possible rank and file participation in the formulation and execution of the program of the Union. Holding with these principles, 1199 organizers work to activate and develop a diverse body of leaders to use their collective power to demand respect and improve conditions in the workplace.

In these challenging times, when so much wealth and power is concentrated in the hands of so few, we believe it is more important than ever to unite health care workers and the working class as a whole together with the broader political and social justice movement to achieve respect and dignity, economic and racial equality on the job and in our communities.

DUTIES AND RESPONSIBILITIES:

- Maintains database by entering new and updated member account information.
- Verifies entered member and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; merging files to eliminate duplication of data.
- Communicates via email to employers and staff for notice & to address discrepancies.
- Maintains member confidence and protects operations by keeping information confidential.
- Contributes to team effort by completing tasks outside of daily work, as needed.
- Serve as Receptionist for busy office, as needed.

MINIMUM QUALIFICATIONS REQUIRED:

- Ability to prioritize
- Considerable working knowledge of Microsoft applications (Word, Outlook, Excel, Access)
- Ability to work independently as well as cooperatively as a team member
- Ability to be creative and flexible in order to meet deadlines
- Strong grammar, punctuation, spelling, proofreading and editing skills
- Excellent organizational and communication skills
- Must be detail oriented to ensure accuracy
- Bilingual a plus

Equal Opportunity: *District 1199 SEIU is an Equal Opportunity Employer. Women, LGBT people, and people of color are strongly encouraged to apply.*

Compensation: Dependent on experience; includes medical, pension, vacation benefits.

To Apply: Send cover letter and résumé to:

Bill Meyerson
77 Huyshope Avenue, Hartford CT 06106
Email: bmeyerson@seiu1199ne.org
Fax: 860-251-6049