



Media Coordinator

The International Brotherhood of Teamsters (IBT) is America's largest, most diverse union. In 1903, the Teamsters started as a merger of the two leading team driver associations. These drivers were the backbone of America's robust economic growth, but they needed to organize to wrest their fair share from greedy corporations. Today, the Union's task is exactly the same.

The Teamsters are known as the champion of freight drivers and warehouse workers, but have organized workers in virtually every occupation imaginable, both professional and non-professional, private sector and public sector.

The Strategic Initiatives Department oversees the Teamsters' communications, strategic research, economic analysis, and capital strategies as well as the Teamsters History Project. Strategic Initiatives provides essential resources to Teamster affiliates to succeed in organizing, public relations and contract campaigns, expand audience reach and improve messaging and public perception of the Teamsters.

The **Media Coordinator** serves as a spokesperson for the union, dealing with news media and preparing items for publication promoting the interests of the Teamsters. The Media Coordinator position is based in Washington, DC, and is required to work in the headquarters.

DUTIES, RESPONSIBILITIES AND MAJOR TASKS

- Arranges news conferences, media events, media interviews, and media outreach.
- Prepares web materials for the news media and handles press inquiries.
- Researches, writes, and edits articles, news releases, advisories, brochures, leaflets, newsletters, and other publications including the Teamster magazine.

- Works with IBT departments, affiliates, and divisions to produce communication materials.
- Composes correspondence for the General President and General Secretary-Treasurer as requested.
- Attends meetings and conferences as needed.
- Composes speeches and talking points for various IBT officials and affiliates as requested.
- Works with designers on newsletters and publications.
- Coordinates video and photographic sessions with the General President and General Secretary-Treasurer.
- Assists with strategic planning of department publications.
- Performs all other duties and responsibilities as related to the position and assigned by the Director, Strategic Initiatives Department, or designee.

EDUCATION & EXPERIENCE

- Bachelor of Arts degree or equivalent work experience required.
- Post-graduate work in journalism preferred.
- Three years' writing experience required.
- Demonstrated familiarity with tools and equipment associated with magazine production and personal computer required.
- Union experience preferred.
- Mental ability to manage several assignments at one time.
- Demonstrated emotional maturity to function in stressful situations.
- Ability to travel as necessary, required.

The IBT offers a robust total compensation package, including FICA reimbursement, 100% employer-paid health & welfare plan, pension, optional 401(k), FSA, and vacation & sick leave.

To apply, please submit a cover letter and resume to Yvette Robinson at yrobinson@teamster.org,
Subject: "Media Coordinator position." No phone calls, please.

The IBT is an Equal Opportunity Employer, and strongly encourages women, people of color, LGBTQ individuals, and candidates with diverse backgrounds and life experiences to apply.