



### **Project Manager**

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 **Project Manager** is responsible for working within Strategic Initiatives and with other IBT departments to make sure projects are successful. This position entails writing, editing, researching, and supervising the layout and design of publications as needed. The Project Manager position is based in Washington, DC, and is required to work in the headquarters.

### **DUTIES, RESPONSIBILITIES AND MAJOR TASKS**

- Works with IBT department, divisions, and affiliates to produce written or audiovisual materials.
- Writes, edits, and proofreads articles, news releases, brochures, leaflets, and other publications.
- Works with designers and printer on publications as needed.

- Researches and analyzes information needed for department projects.
- Prepares materials for the news media and handles press inquiries.
- Makes arrangements for news conferences and other media events.
- Works with photographers and video crews.
- Supervises daily activities and personnel of the department.
- Orients and trains new department personnel.
- Writes scripts and supervises the editing of films and videos produced by the department.
- Writes articles for Teamster magazine and other union 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 in journalism or communications required.
- Post-graduate work in journalism preferred.
- Three to five years' experience as a journalist, preferably in a trade union or political environment, required.
- One to three years' supervisory experience required.
- Demonstrated familiarity with tools and equipment associated with magazine production and personal computer required.
- Must have mental ability to manage several assignments at one time.
- Demonstrated emotional maturity to function in stressful situations.
- Ability to travel as necessary, required.

Starting salary range is \$75,000 - \$85,000, plus 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](mailto:yrobinson@teamster.org),  
Subject: "Project Manager 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.