

**Michigan Corrections Organization  
Member Engagement Associate**

**Purpose:** The Member Engagement Associate provides support to the Member Engagement Director of MCO. The Member Engagement Associate will work closely with the Director to develop and implement an innovative and dynamic field program to improve membership engagement. The Member Engagement Associate will also provide calendar maintenance, communications and other administrative support for the Member Engagement Director.

**Primary Responsibilities:**

- Maintain relationships with 300+ members; meet weekly with members and leaders (10+)
- Assist with implementation of internal organizing efforts to identify potential leaders and issues so as to organize the members to engage in lawful collective action;
- Support maintenance of special interest committees (Women in corrections, Vets, etc.);
- Research and collect data around members and membership status;
- Work with Communications staff to strategize around how to best use member communication tools to increase member engagement and involvement in union activities;
- Provide support to the Board to engage them in internal organizing;
- Assist with planning and implementing lawful workplace activities;
- Work with members to identify and develop engagement strategies, plans, campaigns and programs;
- Provide logistical support for large scale member led activities;
- Weekly documentation and reporting of activities related to achieving benchmarks;
- Travel to security facilities throughout Michigan and interact with members and Union leadership;
- Participate in relevant training and professional development activities;
- Other duties as may be assigned.

**Requirements/Qualifications:**

- Ability to work independently and exercise sound judgment to advance the goals of the Union and its members;
- Strong project management and organizational skills;
- Ability to independently develop creative solutions to complex challenges;
- Ability to manage multiple projects simultaneously in a fast-paced environment with frequent deadlines;
- Experience in preparing, administering, and maintaining a variety of electronic reports;
- Knowledge and understanding of collective bargaining issues and human resource management;
- Knowledge of internal organizing practice and principles;
- Knowledge of union power building in right to work environments;
- Sound interpersonal and communication skills to provide a quality member experience and the ability to establish and cultivate respectful relationships with people from diverse backgrounds;
- Ability to work with members employed inside various prisons at different security levels;
- Availability and willingness to travel throughout Michigan and to work long and irregular hours.

**Supervision:** This position directly reports to the Member Engagement Director.