



WEST SUBURBAN TEACHERS UNION, LOCAL 571 LEGISLATIVE DIRECTOR POSTING

TO: Council Presidents/Secretaries

FROM: Rachel Esposito, Local 571 President
500 Oakmont Lane
Westmont, IL 60559

DATE: July 6, 2021

POSTING: Part-time Legislative Director assigned to West Suburban Teachers Union

As per the Local 571 By-Laws Article XVI, I hereby post a part-time Legislative Director position for West Suburban Teachers Union, Local 571 effective on or after July 1, 2021. Job qualifications and duties for this position are listed on the attachment. Those interested in the above listed position should understand that...

- (1) the application is made by sending a current resume and completing the application form which is requested from Rachel Esposito and then by sending both the resume and completed application to Rachel Esposito, resposito571@ift-aft.org or by USPS to the above address, no later than August 16, 2021.
- (2) the Local does not pay the cost of any expense in the interview process
- (3) interviewees will be selected from the application with current resumes received in the Westmont Local office
- (4) interviews will be conducted at the Local office in Westmont by a committee of the Local 571 Executive Board;
- (5) hiring will be done by the Local 571 Executive Board with the consent of the House of Representatives
- (6) employment will begin as per mutual agreement between the successful applicant and the Local.
- (7) stipend of up to \$3500 for ten (10) months and reimbursements as described in *Stipend and Reimbursements* section.

Both the application form and any questions regarding the position may be directed to the attention of Rachel Esposito by telephone at 630/468-4043 or e-mail at resposito571@ift-aft.org.

Attachment: Job Description



West Suburban Teachers Union Local 571

Legislative Director: Job Description

Rationale: In an effort to expand the political influence currently supported by Local 571 and the Illinois Federation of Teachers, up to three Legislative Director positions will be developed within the Local in order to improve the services currently provided to the membership and to increase the Local's connectivity to legislators. The new positions will be assigned to a specific region. If successful, the assignments will begin with the 2021-22 school year on or around July 1, 2021.

Job Qualifications

1. Must be a member of West Suburban Teachers Union, Local 571.
2. Must be able to work with diverse groups of people and demonstrate a positive attitude.
3. Must be able to develop working relationships with legislators.
4. Must be able to handle multiple tasks.
5. Must be able to work with minimal supervision.
6. Must demonstrate good speaking, writing, and computer skills.
7. Must be able to work with the Local President, COPE/PAC Chair, and other Legislative Directors.

Duties and Responsibilities

1. Attend two to three (2-3) political fundraisers per month and prepare a brief report of the event
 - a. Date and Time
 - b. Location
 - c. Legislator/candidate/event
 - d. Recognition of attendees
 - e. Summary of discussion(s)
2. Legislative District Office visits (when legislators are in home districts)
 - a. Chicago-Suburban /Cook County Democrat/Republican
 - b. DuPage County / Democrat/Republican
 - c. Other Suburban Counties and Townships
3. Initiate contact with candidates (new and incumbents)
 - a. General Assembly
 - b. State Offices
 - c. Congressional Offices
4. Set up and monitor phone banks in Westmont for Fair Tax and/or candidates
 - a. Staff the phone bank—have materials/scripts, refreshments, sign-in
 - b. Monitor phone bank work; report after each phone bank to IFT/AFL-CIO
 - c. Recruit members/councils/retirees/other Unions to work the phone bank

5. Set up training at least one session/canvassing for Local candidate(s) in election years
 - a. Choose date with IFT; set-up Westmont location with needed materials, refreshments, etc.; work with AFL-CIO area chairs
 - b. Recruit members to walk/canvass for candidates
 - c. Assist IFT Department of Political Activities trainer(s)
6. Prepare eight (8) monthly reports (publishable quality) to be sent to the Local President in order to be placed on the Local 571 website/newsletter and for House of Representatives, August, September, October, November-December, January-February, March, April, May.
7. Attend Local House of Representatives meetings, Region G and H PAC meetings for primary and general elections, attend other Region PAC meetings, Local 571 annual Legislative Breakfast, IFT Lobby days, rallies in Springfield (Ex.: Fair Tax), if available to attend.
8. Meet with the COPE/PAC chairperson, regularly to discuss ongoing political action.

Stipend and Reimbursement

1. Stipend Requirements
 - a. Stipends will be paid quarterly based upon responsibilities defined in the Legislative Director Job Description
 - b. Stipends will be dispersed based on the percentage of the duties and responsibilities completed.
 - c. Stipends may be enhanced or pro-rated based on the amount of political action required or performed.
 - d. The stipend will be reviewed each year and adjusted based on the actual duties performed in the previous year.
2. Reimbursement Guidelines
 - a. Reimbursement for mileage/parking will be provided for attendance at political events, from school/work to the event only. A requisition form with receipts attached must be submitted prior to receiving the quarterly stipend.
 - b. Reimbursements for mileage, hotel accommodations, and meal per diem will be provided for overnight events (i.e. Springfield).
3. Political calls should be made from the Westmont Local office or your personal cell or home phone. Do not use school phones to make political calls.