

UFF-FSU Contractor Solicitation

The Florida State University chapter of the United Faculty of Florida is seeking to contract an Organizing and Membership Specialist (OMS) with membership-recruitment, database-maintenance, and general organizing skills to assist its efforts at increasing membership. The OMS will be contracted to coordinate the following tasks:

1. **Maintain and update membership database.** Expand the existing membership database to include information on members' record of participation in, and interest in performing, various activities (especially door-to-door office visits). Also perform standard updates as members join and leave UFF.
2. **Maintain and update non-member database.** Record information on non-members' interests, reasons for not joining, history of contacts (especially door-to-door office visits), and potential for membership. Also perform standard updates as members join and leave the bargaining unit.
3. **Organize and coordinate door-to-door visits by member teams to non-members.** Recruit members for visits, gather information on non-members' office hours, coordinate members into teams based on interest area and geographic location, assign office visit routes, and record results of visits on member and non-member databases (see #1 and #2 above). Although the OMS is expected to primarily organize members to do office visits, (s)he also will be expected to participate in some visits.
4. **Other tasks.** While most of the OMS' tasks will center around points 1-3 above, (s)he may be asked to coordinate (or coordinate components of) other events such as member workshops, recruitment lunches, publicity campaigns, contract ratification votes, or public education/outreach events. The OMS may also be asked to present the results of her/his efforts to the UFF-FSU Executive Council at its monthly meetings and attend training sessions at the biennial UFF Senate.

The OMS will submit invoices and copies of current databases fortnightly to the UFF-FSU membership chair, detailing tasks performed during the previous two-week period. Consulting fees for each task will be paid based on a schedule to be determined in consultation between the OMS and the membership chair. At present, a fixed sum (\$10,000) has been encumbered within the UFF-FSU FY 2009-2010 budget to cover these consulting costs. Any change to this sum over the course of the fiscal year and/or any decision to repeat this budget item in the 2010-2011 budget will be made based on the result of the contractor's activities.

The OMS is expected to have excellent organizational skills, some database/spreadsheet experience, and a persistent personality (since some of the tasks will include encouraging and following up on member activism). The OMS is not expected to assist with contract-negotiation or grievance procedures, and thus no specific knowledge of labor law is necessary. However, a general commitment to organized labor and the union movement is highly desirable.

UFF-FSU expects to designate a contractor no later than May 1, 2009. Requests for consideration or questions about details of the contractors' duties should be directed to Phil Steinberg, UFF-FSU Membership Chair, at philbey2@yahoo.com. For more information about UFF-FSU, see <http://www.uff-fsu.org>.