



Labor Relations Coordinator
Salary Range \$6,100 to \$7,557 Monthly

ALADS offers excellent pay and fringe benefits, including medical, dental, vision, life insurance, flexible spending accounts, and a retirement plan.

DEFINITION:

Under the general supervision of the ALADS Labor Relations leadership, the Labor Relations Coordinator provides day-to-day administrative support to the Labor Relations team by acting as the first point of contact for union members, county staff, external partners, and ALADS staff.

The qualified candidate must have an active interest in labor relations, union-side representation, and resolving contract disputes. The Labor Relations Coordinator will work in an environment that is characterized by managing a rigorous multi-party meeting calendar, meeting numerous document and transaction suspense dates, maintaining effective administrative and filing systems, coordinating and preparing for meetings and negotiations, and production and maintenance of meeting notes as well as other tasks as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Schedule and manage multi-party meeting calendars in Microsoft Outlook.
- Maintain and, upon demand, produce detailed records of all correspondence between parties.
- Comply with all meeting, correspondence, and administrative action suspense dates.
- Provide input to assist in the development of ALADS effective labor policies.
- Interact with a wide range of people in a professional, proactive and courteous manner.
- Draft letters and contract documents.
- Produce, edit, maintain, and occasionally testify to detailed meeting notes/minutes.
- Interface with legal counsel, executive staff, and other professionals in both a supporting and primary role.

NECESSARY REQUIREMENTS:

- Strong ability to communicate (both written and verbal).
- Ability to anticipate problems, problem-solve, and know when to escalate issues promptly.
- Excellent organization skills, detail-oriented and ability to prioritize.
- Ability to work independently.

- Strong working knowledge and proficiency with PC business tools, including Excel, Outlook, Teams, and PowerPoint. Advanced knowledge of Microsoft Word is required with a minimum typing speed of 65 wpm.

DESIRABLE EMPLOYMENT STANDARDS:

Graduation from an accredited college with a Bachelor's Degree in Business or Public Administration, Human Resource Management, or related field of study. A minimum of 2 years administrative experience. Labor relations, human resources, and/or legal experience preferred.

Must have a valid California Driver's License, proof of car insurance, and a dependable vehicle available to work each business day.

If you meet these requirements and are interested in the position, please visit the Career Opportunities section of our website www.alads.org to complete and submit an employment application along with your cover letter and resume to careers@alads.org. Include "Labor Relations Coordinator" and your full name in the subject line.