



Job Title: Executive Assistant to the President

Job Location: Las Vegas, Nevada

Employment Type: Full-time, \$48,276.80 (\$23.210 an hour) annually

Reports to: President

Start Date: January 1, 2023

Education: High school diploma required

The 60,000-member Culinary Workers Union Local 226 is seeking an Executive Assistant based in Las Vegas, Nevada. As an Executive Assistant with the Culinary Union you will be part of a team that has won a strong standard of living for hospitality workers through strategic organizing and innovative comprehensive campaigns in 87 years.

The Culinary Union has improved the lives of hundreds of thousands of Nevada hospitality workers and their families with union wages and comprehensive benefits. In eight decades, the Culinary Union has become an essential economic institution and a strong political force in the Battle Born State.

The Culinary Union is part of UNITE HERE, a dynamic union which represents over 300,000 workers in gaming, hotel, and food service industries in the U.S. and Canada.

The Culinary Union is a national leader in organizing and representing hospitality workers in the gaming industry. Culinary Union members work as housekeepers, cooks, cocktail servers, kitchen workers, servers, and bellmen in the casino resorts on the Las Vegas Strip and Downtown Las Vegas. Over the past three decades, the Culinary Union has tripled its membership from 18,000 in 1987 to over 60,000 today.

Position details:

***Unrivaled health care benefits:** This full-time permanent staff position is eligible for free coverage under the Culinary Union's unrivaled health plan (zero-deductible, no monthly premium, full family coverage, includes vision, dental, mental health, physical therapy, urgent care, and emergency).

***Culinary Health Center:** Benefits include access to the Culinary Health Center, an innovative, high-quality, multi-service facility which includes primary, preventative,



pediatric, dental, and vision care in one convenient location. Access to two Culinary “Free” Pharmacies – one at the Health Center and the other near the Culinary Union. Both Culinary “Free” Pharmacies dispense generic drugs for free.

***Defined pension benefit:** This position provides a generous pension benefit that gets paid out monthly upon retirement, as well as the opportunity to participate in a 401k.

***Other unique benefits:** Benefits include access to the Culinary Union’s Legal Service Fund and Housing Fund.

***Position:** This position is exempt. It includes paid vacation, holiday time off, floating holidays, earned sick days, and personal time off. This role pays overtime for hours worked above 40 per week.

Primary responsibilities (include, but are not limited to):

*Provide high-level administrative support and assistance to the President and the executive office.

*Answering phones, taking messages, transcribing voicemails, processing/scanning incoming mail, data entry, and preparing outgoing mail.

*Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for executive office.

*Prepare all necessary documents for Executive Board and Membership Meetings, including agendas, minutes, and any other documents necessary for the meetings.

*Dictating executive audio files and written notes as needed.

*Managing records, projects, and calendars to make sure everything functions smoothly.

*Transcribing and proofreading executive communications.

*Collecting, archiving, preserving, and managing documents for the executive office.

*Adhering to the document management and retention policies.

*Managing schedules, calendars, including logistical arrangements for the executive office as required.

*Supporting Culinary Union executive office by communicating as assigned with vendors, attorneys, company representatives, and other staff.

*Acting as a notary as needed – if you are not already one, the Culinary Union will cover any and all fees and training that is needed.

*Working in collaboration with other departments throughout the Culinary Union to support organizational goals.



- *Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- *Performs office tasks including maintaining records, managing executive office inventory, and ordering supplies.
- *Interface with Culinary Union members regarding membership meeting support, food basket coordination, and other special projects.
- *Manage catering requests and ordering food, beverages, and supplies for meetings, events, and negotiations.
- *Reserve and manage rooms for meetings.
- *Keeping up with the Culinary Union's campaigns and goals by weekly reviewing the Culinary Union's public-facing communications via social media, website, newsletters, emails, and text messages.
- *Performs additional duties as assigned by executives.

Qualifications:

- *Fully bilingual - fluent in English and Spanish.
- *Must be proficient with calendaring, drafting and revision of documents, dictation, phone assistance, coordination of files, and general support.
- *Excellent organizational, communication, time management, and computer skills.
- *Expertise with Word, Excel, and Outlook software programs.
- *Excellent verbal and written communication skills.
- *Must have a great attention to detail.
- *Must be detail-oriented, resourceful, take initiative, and have a demonstrated ability to successfully manage multiple projects on deadlines.
- *Strong interpersonal skills. Excellent speaking, listening, and professional customer service skills.
- *A belief in unions, workers' rights, and racial and social justice.
- *Adhere to confidentiality expectations.
- *Able to type a minimum of 50 words per minute.



Preferences:

*Prior work experience and knowledge of unions, with the labor movement, or other progressive grassroots advocacy campaigns.

*A good communicator with a positive attitude.

*A self-starter who enjoys problem solving.

*A team member willing to help out in all aspects of the Culinary Unions' work in order to help the organization and workers continue to fight and win for working families in Nevada.

*2-4 years of related experience.

To apply:

Send resume, a letter of application, and two writing samples to:

online@culinaryunion226.org and ggatti@culinaryunion226.org

Applications will be reviewed until the position is filled. The Culinary Union is an Equal Opportunity Employer. For more information about the Culinary Union, go to

www.CulinaryUnion.org