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**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: April 7, 2025
RE: Management/Confidential Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Summer Internship for Field Services
Location: Regions 10 & 11 – New York City
Hours: 35.00 hours per week (9:00 a.m. – 5:00 p.m.)
Hourly Rate: \$25.00 per hour

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Summer Internship – NYC Office

Department: Field Services

Department Summary: Field Services central function is to protect the Bargaining Unit Member's and the Union's rights under the Collective Bargaining Agreement, applicable laws, rules, and regulations through a variety of means including negotiations, grievance handling, Taylor Law improper practice processing, organizing, and otherwise exercising their expert labor/management skills in achieving gains for PEF and its membership. Moreover, this department is the focal point of the union's service delivery system and is responsible for ensuring that problems identified by the membership or leadership which are not within their sphere of responsibility are communicated to the appropriate PEF Department and then act as a facilitator and conduit for the responses to the inquiries. In delivering PEF resources they will comply with and be advocates for all policies as set forth by the Convention Delegates, President and Executive Board.

Requirements:

- Students must currently be enrolled in an accredited college or a recent college graduate, with a demonstrated interest in unions and the labor movement.
- Excellent communication skills (written and verbal) to clearly communicate matters to all levels of management and members.
- Strong computer skills (Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint).

Position Summary:

Responsibilities for the field services internship include research support for workplace issues impacting PEF members and the development of materials for policies of concern to PEF members as well as upkeep and occasional filing of field services files and documents.