

ASEA In Action



Mat-Su Chapter Annual Holiday Party

This year's Mat-Su Chapter holiday event will be held at Evangelo's Restaurant (lower level) at Mile 40 Parks Highway, Wasilla, AK (Please note: attendee parking is in the rear of the building.)

December 15, 2017, beginning at 6pm

Tickets are \$10.00 for members and \$20.00 for guests. Contact your local shop steward, Mary Beal 352-4104 or Kathy Olson at 352-4123.

ADDED BONUS! If you reserve a room at the Grandview Hotel, identify yourself as an ASEA member to get a \$99.00 room rate for the evening!

Don't forget, we are having a fun gift exchange! Your wrapped gift should be valued between \$25-\$35 and no alcohol gifts please!

Notice of Position Vacancy ASEA Anchorage Headquarters

Administrative Assistant III
Salary \$56,787 DOE

Description: Provides high-level administrative support for ASEA Local 52 under direct supervision of the Executive Director and in accordance with guidelines, policies and procedures and constitutional mandate. Maintains and exercises institutional knowledge of the governing documents of the Union such as the Local and International Constitution, Roberts Rules of Order and Rules of Operations for various committees/panels. Proficient in general office practices with advanced computer software skills utilizing Microsoft Word, Excel, Outlook and PowerPoint; error-free typing skills of 90 wpm; knowledge and proficiency in operating all office equipment and machines. Composes and edits various correspondence, publications, presentations and reports for the State Executive Board and general membership, utilizing an extremely high level of accuracy and attention to detail. Ability to handle and analyze confidential information with integrity and discretion. Travel is required.

Employment Standards: This is a 40-hour workweek position, overtime may be required. Education and experience equivalent to graduation from high school and five (5) years of work experience providing direct administrative support to a senior level executive/manager/director. Work experience should reflect excellent organizational skills, tact, courtesy and demonstrate excellent people skills in a fast-paced office. Typing speed of 90 wpm, letter composition skills, advance knowledge of and experience in Microsoft Outlook, Word, Excel and PowerPoint and a general understanding of databases is a must.

ASEA/AFSCME Local 52 is a 7,500+ member Union representing professional, technical, administrative support and essential employees (employees who cannot strike) in the State of Alaska and Municipal Employees in the City and Borough of Sitka and Fairbanks North Star Borough Supervisors

All ASEA/AFSCME Local 52 Employees are represented by Laborers Local 341.

We are an Equal Opportunity Employer.

For more information go to: <http://www.afscmelocal52.org/news/185-job-vacancy-admin-iii-in-anchorage>

Interested applicants, please mail or fax resume to attention of:

JIM DUNCAN, EXECUTIVE DIRECTOR
ASEA/AFSCME Local 52

2601 Denali Street, Anchorage AK 99503 (907) 277-5206 Fax

DEADLINE FOR RECEIPT OF APPLICATIONS IS:
5:00 p.m. on NOVEMBER 30, 2017

ASEA STRONG



"The Union makes your job more secure, and your values and concerns are strongly represented."

Kelly Ferguson
Nurse II
Sitka, AK



"My union gives me job security."

Robert Burnett
Drafting Technician III
Anchorage, AK



President's Message

Fellow ASEA Sisters and Brothers,

November is the start of the holiday season and time to enjoy many upcoming events with family and friends. I want to THANK YOU for all the work you do for the State of Alaska. Give thanks to those who have served and appreciate those who serve us day-to-day.

Our family is our number one priority and I can truly say as a union member, my union is and will always be part of my family. In the next few months, there will be many opportunities to volunteer and serve families. Many community food bank outreach organizations need food donations and volunteers to serve dinners through their "Thanksgiving Blessings" programs. This event is a great way to give back to your community.

Veterans Day is November 11th, so as a military Veteran, I ask that we honor our servicemen and women of the Armed Forces. They serve and protect the interests of the United States at home and abroad and provide

Important Dates

December	13 - 14, 2017	State Executive Board Meeting	- Fairbanks
February	12 - 13, 2018	State Executive Board Meeting	- Juneau
March	7 - 11, 2018	ASEA 14th Biennial Convention	- Anchorage

assistance, protection and relief aid in our communities.

November is also Friendship month. Make a new friend and become a better friend to someone you already know. ASEA Union involvement is a great way to make a new friend and to find out what your Union is doing on your behalf.



As I continue to **CONNECT, ENGAGE AND INSPIRE**, thank you for supporting ASEA.

In Friendship and Solidarity,

Dawn Bundick, ASEA/AFSCME Local 52 President

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