

# JOB POSTING

IBEW Local 429 will be interviewing for the following position. Anyone that is interested in interviewing for the position, email [jbrauchi@ibew429.org](mailto:jbrauchi@ibew429.org) with your name, contact information, the position you are interested in, and a brief explanation of why you are interested in the position. If you have a resume, submit it as a PDF attachment with your email. We will contact eligible applicants on June 20th to arrange a time to interview that same week.

## • Dispatch/social media/website Administrator

Duties include:

- Working in an office environment.
- Communicating with members and contractors to coordinate expectations.
- Being dependable and on time so that dispatch operates properly.
- Editing and maintaining data on various software platforms.
- Answering questions from IBEW members via phone, email, and social media.
- Keeping the information on the website current.
- Interacting with IBEW members and dispatching them out to jobs.
- Using computers and various office equipment.
- Maintaining files and records.
- Participating in Local 429 events.

This is a salary position that starts out paying a weekly salary based on General Foreman (Inside Agreement) scale, times 40 hours per week. There will be periodic performance reviews to determine advancement in pay and responsibility. We are looking for someone that is passionate about working with members of the IBEW and wants to contribute to the growth of Local 429 by helping to keep members up to date on our website and various social media platforms.