



TRANSPORT WORKERS UNION LOCAL 555

REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES
TWU555.ORG • 1341 W MOCKINGBIRD LANE STE 1050E DALLAS, TX 75247 • 1.800.595.7672

LOCAL EXECUTIVE BOARD

Abilio Villaverde
President

Tony Slavings
1st Vice President

Bryan Gaulle
2nd Vice President

Jason Sonnabaum
Financial Secretary-Treasurer

Nicole Salinas
Recording Secretary

George Davis
District 1 Representative

Edgar Jimenez
District 2 Representative

Dan Chriss
District 3 Representative

JP Loregnard
District 4 Representative

Mark Koudelka
District 5 Representative

Tyler Cluff
District 6 Representative

James Barrett
District 7 Representative

Sam Conte
District 8 Representative

De Mon Murphy
District 9 Representative

GRIEVANCE STAFF

Curtis Clevenger

Brian Smith

Ryan Wittmuss

Oscar Camara

Troy LaMont

Mike Martinez

Robbie Gadd

Cort Heywood

POSITION AVAILABLE – TWU LOCAL 555 GRIEVANCE/MEMBERSHIP ADMIN

The Grievance/Membership Administrators are responsible for processing and maintaining all grievances for TWU Local 555 via data entry including communication with the Company, District Representatives, Grievances Specialists, Station Representatives, and the Membership. This includes scheduling hearings, managing time frames, case research, converting and importing company databases, tracking and collection of dues paid and unpaid, reporting statistics to the Executive Board, and mail handling. This position requires the ability to maintain strict confidentiality with a strict attention to detail.

Qualifications:

- High school diploma or equivalent.
- Excellent written/verbal communication skills.
- Ability to effectively multitask and to work both independently and with a team.
- Strong problem-solving and organizational skills.
- Ability to type at a minimum of 45 words per minute.
- Must be and remain a Local 555 Member in good standing.
- High level of proficiency with Microsoft Office Suite (Access, Excel, Word, etc.) required.
- High level of proficiency with PDF editing software (Adobe Acrobat.)
- Professional written and verbal communication skills.
- Familiarity with the grievance process.

This is not a remote position and requires working out of the TWU Local 555 office in Dallas, TX. Expenses associated with working in the TWU Local 555 office will not be covered by the Union.

Interested and qualified Members should submit a letter of interest and accompanying resume to the TWU 555 office at Frontdesk@twu555.org with the subject line "Grievance/Membership Admin Letter of Interest & Resume." Once emailed, please call and confirm that your letter and resume were received. All letters and resumes should be submitted no later than 10/7/24.

In Solidarity,

Abilio Villaverde
President