Notice of Open Position

AFT is an equal opportunity employer.


Job Title: Assistant Director
Job Number: AOF-55-11-0318-N
Department: Communications
Unit: AFTSU
Supervisor: Media Affairs Manager
Salary: $106,112.78

March 20, 2018

Special Note: The assistant director will serve as a lead strategist for press coordination and outreach.

Position Summary: Under the general supervision of the media affairs manager and assistant to the president for strategic communications, the assistant director will serve as a lead strategist for press coordination and outreach. The assistant director will build and cultivate media relationships, identify opportunities to insert AFT leaders and voices into local and national media narratives as well as prep and staff AFT leaders for media events and interviews.

Position Responsibilities:
- Serve as a main point for press coordination and outreach.
- Build and cultivate media relationships at the national and local level.
- Identify opportunities to insert AFT leaders and voices into stories and media narratives.
- Develop and implement communications strategies to support AFT issues, campaigns, leaders and members.
- Develop strategic prep documents and provide communications support for AFT leaders and members for media interviews and external events.
- Develop message points, speeches to the editor, op-eds, background pieces, fact sheets, press kit materials and other communications materials.

Primary Knowledge, Skills and Abilities:
- Experience in public relations, journalism or campaign research.
- Solid press relationships.
- Ability to excel under pressure and in a fast-paced environment.
- Excellent written and verbal communications skills.
- Initiative, reliability and the ability to work in a collegial atmosphere.
- Ability to work effectively with leaders and staff in complex and sometime political situations.
- Background in labor, education and/or politics is desirable.
- Moderate travel is required.
- Prior work experience in a union environment is preferred.
- Familiarity with AFT issues and/or its affiliates is a plus.

Work Environment: The work is generally performed in an office environment using modern technology and computer equipment. This position involves extensive travel and often requires working non-traditional hours and weekends.

How to Apply: Applicants should submit a cover letter and resume to the director of human resources or via email to adminjobs@aft.org. Please reference posting #AOF-55-11-0318-N.

AFT is committed to building a culturally diverse workforce and strongly encourages applications from women, people of color, individuals with disabilities and veterans.

Internal Posting Period: Internal posting period expires April 4, 2018. External applicants may be considered as of April 5, 2018.

Cc: Tim Shea, AFTSU President